

# *Introduction to Academic Writing*

THIRD EDITION

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PEARSON  
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# Descriptive Paragraphs

**Organization**

Spatial Order

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## Organization

**Descriptive** writing appeals to the senses, so it tells how something looks, feels, smells, tastes, and/or sounds. A good description is a word picture; the reader can imagine the object, place, or person in his or her mind.

A description usually follows a pattern of organization that we call **spatial order**. Spatial order is the arrangement of things in space. As you read the model paragraph, notice how the description moves from the bottom of the stairway to the top. Also notice how the description of the woman moves from far away to near.

### MODEL

#### Descriptive Paragraph

#### The Stairway<sup>1</sup>

<sup>1</sup>When I was two or three years old, I lived in a house that had a strange atmosphere. <sup>2</sup>I do not remember anything about the house except the stairway. <sup>3</sup>It was dark, squeaking, and quite narrow, and its steps were a little high for me to climb up. <sup>4</sup>From the bottom of the stairway, it seemed like an endless climb to the top. <sup>5</sup>Beyond the darkness at the top of the stairway, there was an elegant, middle-aged lady leaning against the wall. <sup>6</sup>I had to pass her every time I went to my room, for my room was the first room beyond the stairs on the second floor. <sup>7</sup>The lady wore a beautiful dress with a quiet pattern and a tinge<sup>2</sup> of blue, and her peaceful eyes stared at me every time I went up the stairs. <sup>8</sup>As I carefully climbed up the last step, her eyes became fixed<sup>3</sup> on me. <sup>9</sup>She didn't talk, nor did she move. <sup>10</sup>She just stood there and watched me clamber<sup>4</sup> up the stairs. <sup>11</sup>One day I touched her, but she did not react. <sup>12</sup>Her face did not change expression, nor did she even blink. <sup>13</sup>She just kept staring at me with her glittering<sup>5</sup> eyes. <sup>14</sup>Later, we moved out of the house, and I never saw her again. <sup>15</sup>Now I know that the lady was a mannequin.<sup>6</sup> <sup>16</sup>My aunt, who lived in the house, used it for her dressmaking class. <sup>17</sup>I did not know my mother. <sup>18</sup>Maybe I imagined that the mannequin standing at the top of the stairs was my mother. <sup>19</sup>The stairway with the strange atmosphere has an important place in my earliest memories.

*(continued on next page)*

<sup>1</sup>by student Toshiki Yamazaki

<sup>2</sup>**tinge**: small amount

<sup>3</sup>**fixed**: not moving

<sup>4</sup>**clamber**: climb with difficulty

<sup>5</sup>**glittering**: shining, sparkling

<sup>6</sup>**mannequin**: life-size model of a human used for displaying clothes



**Questions on the Model**

- 1. What does the writer say about the atmosphere of the house in the first sentence?
- 2. How does the writer describe the stairway? Underline the words that describe it.
- 3. When the writer first describes the woman, is he looking up at her or down at her? What does he describe about her first? What does he describe last?

**Spatial Order**

Just as an artist plans where to place each object in a painting, a writer plans where to put each object in a word picture. In a **description**, writers often use **spatial order** to organize their **ideas**. Spatial order is the arrangement of items in order by space.

For example, when describing your favorite room at home, you could first describe things on the left side of the doorway and then move clockwise around to the right side. You could also start on the right and move counterclockwise around to the left.

The model paragraph “The Stairway” uses spatial organization. In describing the stairway, the writer shows that as a little boy, his first view was from the bottom looking up at the mannequin. Then he climbs up the stairway. The spatial organization is from bottom to top. When he describes the mannequin, he first gives an overall impression (the way she was leaning against the wall and what her dress looked like). Then he focuses on her face and finally on her unblinking eyes. The spatial organization is from far to near.

It does not usually matter whether the spatial organization is left to right, right to left, near to far, far to near, outside to inside, inside to outside, top to bottom, or bottom to top. It is only helpful to use some kind of spatial order when you write a description.

**Spatial Order Signals**

Just as there are words and phrases to show time order, there are words and phrases to show spatial organization. They are often prepositional phrases of location or position. Notice the kinds of expressions used to show time order.

Spatial Order Signals	
at the top of	next to
in the center	between
on the left	behind
in front of	in back of
in the front of	in the back of
inside	across



**PRACTICE 1****Spatial Order  
Signals**

Find and underline the spatial order words and phrases used in the model paragraph “The Stairway” on page 61. Add them to the Spatial Order Signals chart.

**Topic  
Sentences for  
Descriptive  
Paragraphs**

The topic sentence of a descriptive paragraph should name the topic. The controlling idea should give the overall impression of the place you are describing. In the model paragraph, the topic is the house that the writer lived in as a child. The controlling idea is that it had a strange atmosphere. Each of the following sentences also states a topic and a controlling idea.

My bedroom at home is my refuge from the outside world.

The campus of our school is like a small city.

The cafeteria at lunchtime is the school's social center.

**PRACTICE 2****Spatial Order  
Organization  
and Details**

- A. Work with a classmate, a small group, or the whole class. Read the following topic sentences for descriptive paragraphs. Then discuss with your partner or group some possible details to describe the place. Next, decide on the best kind of spatial order to use in the description: right to left, left to right, top to bottom, far to near, outside to inside, and so on. Finally, write your details in spatial order on the lines.
1. After my sister spends two hours getting ready to go out, her room looks as if it had been hit by a magnitude 8.5 earthquake.
    - a. From the doorway, you see nothing but a mountain of clothes all over  
the floor.
    - b. \_\_\_\_\_
    - c. \_\_\_\_\_
  2. The park near my house is full of activity on a sunny weekend afternoon.
    - a. \_\_\_\_\_
    - b. \_\_\_\_\_
    - c. \_\_\_\_\_

(continued on next page)

3. My uncle's workshop is a model of neatness and organization.

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_

**B.** In the space below, draw a map of your neighborhood or a floor plan of your house, apartment, or bedroom. Then describe it to a classmate, using spatial order to organize your description and spatial order signals. If you like challenges, don't show the map/floor plan to your classmate, and see how accurately he or she can draw it from your description!

### **Try It Out!**

Choose one of the items from Practice 2A or 2B and write a paragraph. Use spatial organization and spatial order signals to describe the place. If you choose to write your paragraph about 2B, be sure to begin with a topic sentence that gives a general impression.

## Supporting Sentences for Descriptive Paragraphs

As you know, supporting sentences are the “meat” of a paragraph. They not only provide the details that prove the truth of your topic sentence, but they also make your writing rich and interesting. In a descriptive paragraph, the more details you include, the more clearly your reader will imagine what you are describing. Your details should appeal to the five senses. They should tell your reader how something looks, smells, sounds, feels, and tastes. Write about colors, sizes, shapes, odors, noises, and textures.

As you read the following model, underline the descriptive details that appeal to the senses. Look for colors, sounds, and textures.

### MODEL

#### Descriptive Details

#### My Banana Garden<sup>1</sup>

<sup>1</sup>Behind my childhood home, there is a large piece of land that is surrounded by banana trees growing in wild disorder. <sup>2</sup>Crowds of banana trees grow freely everywhere. <sup>3</sup>Their green leaves are so thick that sunlight cannot pass through. <sup>4</sup>Underneath the trees, the ground is so moist that wild mushrooms and plants grow there all year around. <sup>5</sup>In the center is a wild field where the children of my village often fly kites. <sup>6</sup>Every evening, just before sunset, some birds arrive to look for a place to rest their tired wings. <sup>7</sup>They want to land in the dark banana garden, but the banana leaves are too wide to be made into nests. <sup>8</sup>The birds cry out and then fly away, seeking a better place to nest. <sup>9</sup>During the rainy season, it rains for days and days, and the banana leaves become glossy and slick. <sup>10</sup>The rain also makes the banana garden produce a very strange melody. <sup>11</sup>On rainy days, I used to sit near my window and listen to this wonderful song. <sup>12</sup>Now, whenever I hear the plop-plop-plop of raindrops on the roof of my small, tidy<sup>2</sup> apartment in the city, I remember the beautiful, wild banana garden of my childhood.

#### Questions on the Model

1. Find the topic sentence of this paragraph. What is the topic? The controlling idea?
2. Does the paragraph have a concluding sentence?
3. Circle any spatial order expressions you can find. Add them to the Spatial Order Signals chart on page 62. Is there a spatial order pattern or no pattern?
4. What adjective is repeated four times in the paragraph (in sentences 1, 4, 5, and 12)?

<sup>1</sup>by student Quang Nguyen

<sup>2</sup>tidy: neat, not messy



**PRACTICE 3**  
*Descriptive  
Details*

- A. Reread the paragraph “My Banana Garden” and notice the supporting details. Which of the senses does the writer of this paragraph appeal to in his description: sight, smell, sound, touch, and/or taste? List the details in the paragraph that appeal to each sense. (There may not be any details for some of the senses.) In your opinion, do the details support the controlling idea, or not?

Sight	Smell	Sound	Touch	Taste
wild disorder				

- B. Work with a classmate, a small group, or the whole class. Brainstorm together to think of descriptive details for the following topics. List as many sights, smells, sounds, etc., as you can.
1. A storm
- dark, cloudy, dark clouds, howling wind, wet sidewalk, slick streets
2. A subway station (or a bus stop) at rush hour
3. A busy airport terminal
4. The emergency room of a hospital

## 5. A sunny day at the beach

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## Paragraph Unity

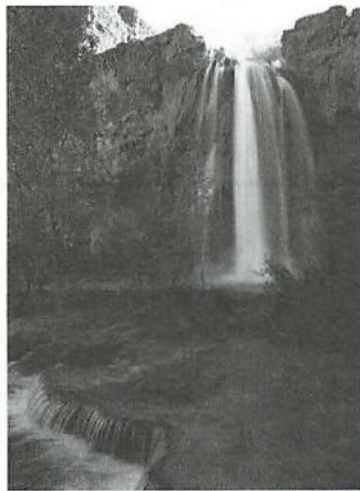
An important element of a good paragraph is **unity**. When a paragraph has unity, all the supporting sentences discuss only one idea. From beginning to end, each sentence is directly related to the topic. In some languages, it is acceptable to wander away from the topic—to make little side trips to ideas that are somewhat, but not directly, related to the main topic. In English, doing so is not acceptable because it breaks the unity of the paragraph.

### PRACTICE 4

#### Unity

Find and cross out sentences that are off the topic. Cross out two sentences in paragraph 1 and one sentence in paragraph 2.

1.



#### Havasu Canyon

<sup>1</sup>There is a canyon in northern Arizona that is the most beautiful spot on Earth. <sup>2</sup>It is called Havasu Canyon, and it is part of the Havasupai tribal reservation.<sup>1</sup> <sup>3</sup>It is not easy to get there, for you have to hike down a long, hot trail. <sup>4</sup>At the end of the trail is Supai Village. <sup>5</sup>The Havasupai are a tribe of about 650 people. <sup>6</sup>Their language has been written down only in the past twenty years. <sup>7</sup>Beyond the village, another trail leads to the top of a steep cliff overlooking Havasu Canyon. <sup>8</sup>Your first view of the canyon takes

your breath away. <sup>9</sup>Directly in front of you, the trail disappears straight down the 200-foot cliff. <sup>10</sup>On your right, you see a beautiful waterfall. <sup>11</sup>Water pours straight down into a bright blue-green pool at the bottom of the canyon. <sup>12</sup>Directly across the canyon, hundreds of small waterfalls gush from the cliff face, and little green ferns grow everywhere. <sup>13</sup>At the bottom, the water cascades<sup>2</sup> from one turquoise pool into another until it disappears into the trees on the left. <sup>14</sup>As you view this scene, you can only think that Havasu Canyon is truly a magical place.

<sup>1</sup>reservation: area of land where Native Americans live

<sup>2</sup>cascades: falls in steps

2.

**My First Apartment**

<sup>1</sup>My first apartment was very small. <sup>2</sup>It was a studio apartment, so it had only one main room and a bathroom. <sup>3</sup>The main room was divided into three areas. <sup>4</sup>At one end of it was a kitchenette, where I cooked and ate my meals. <sup>5</sup>My living/sleeping area was at the opposite end. <sup>6</sup>I had just enough space for a bed, a coffee table, a floor lamp, and a small television. <sup>7</sup>My study area was against the back wall. <sup>8</sup>I lived there for two years, but I moved because my landlord raised the rent. <sup>9</sup>My apartment was so small that I could never invite more than three friends at the same time!

**Try It Out!**

Write a paragraph describing one of the items in Practice 3B. Begin with a topic sentence that names what you will describe and gives a general impression of it:

The airport terminal is full of people in a hurry.

Focus on using lots of descriptive supporting details to make your word picture lively and interesting.

**Sentence Structure****MODEL****Compound Sentences****Supai Village**

<sup>1</sup>The trail to Supai Village is hot and dusty. <sup>2</sup>You can hike the trail, or you can hire a guide to take you on horseback. <sup>3</sup>Along the trail, you see only rock, sand, and an occasional lizard.<sup>1</sup> <sup>4</sup>It is very dry, for this is desert country. <sup>5</sup>There is no water on the trail, nor is there any shade. <sup>6</sup>As you enter the village, you pass by several small homes. <sup>7</sup>It is a quiet place. <sup>8</sup>Dogs sleep in the streets, and villagers stand in their doorways and silently watch you, a stranger, pass by. <sup>9</sup>They aren't smiling, yet they don't seem unfriendly. <sup>10</sup>In the center of the village, there is a small hotel, a restaurant, a general store, and a post office. <sup>11</sup>At the opposite end of the village, the trail leads to a cliff overlooking the canyon below.

**Questions on the Model**

1. In sentence 1, underline the subject(s) with one line and the verb(s) with two lines. Is this a simple or a compound sentence?
2. Do the same for sentences 2 and 3. What kind of sentences are they?

<sup>1</sup>lizard: reptile (kind of animal) that lives in dry areas



## Compound Sentences with *yet*, *for*, and *nor*

You remember from Chapter 2 that a compound sentence is composed of two simple sentences joined by a comma and a coordinating conjunction. There are seven coordinating conjunctions in English. In that chapter, you practiced using *and*, *but*, *or*, and *so*. In this chapter, you will learn to use the other three: *yet*, *for*, and *nor*.

## Coordinating Conjunctions

Coordinating Conjunction	Example
<i>Yet</i> has approximately the same meaning as <i>but</i> ; that is, it shows contrast or joins opposites. Use <i>yet</i> when the second part of the sentence says something unexpected or surprising.	I was scared, <b>yet</b> I was also curious about the old lady. The weather is beautiful, <b>yet</b> it is supposed to rain today.
<i>For</i> has the same meaning as <i>because</i> ; use <i>for</i> to introduce a reason or cause.	It is not easy to get there, <b>for</b> you have to hike down a long, hot trail.
<i>Nor</i> means “not this and not that”; use <i>nor</i> to join two negative sentences.	She didn’t talk, <b>nor</b> did she move. (She didn’t talk. She didn’t move.)
<i>Note:</i> Use question word order after <i>nor</i> . Place helping verbs ( <i>is</i> , <i>does</i> , <i>did</i> , <i>can</i> , <i>will</i> , etc.) before the subject.	The book isn’t very long, <b>nor</b> is it difficult to read. (The book isn’t long. It isn’t difficult to read.)

### PRACTICE 5

#### Compound Sentences with *yet*, *for*, and *nor*

- A. Underline five compound sentences in the model paragraph on page 68. Circle the coordinating conjunctions.
- B. Join the two sentences in each of the following pairs by using a comma and one of these coordinating conjunctions: *yet*, *for*, *nor*.
  1. Muslims do not drink alcohol. They do not eat pork.  
\_\_\_\_\_
  2. Some Christians do not work on Sunday. Sunday is their day to worship.  
\_\_\_\_\_
  3. People who believe in the Hindu religion do not eat beef. They believe that cows are sacred.  
\_\_\_\_\_
  4. Muslim men are permitted to have four wives. Few of them have more than one.  
\_\_\_\_\_
  5. Buddhist monks do not marry. They do not own property.  
\_\_\_\_\_

C. Make compound sentences by adding another simple sentence that fits the meaning to each item.

1. I have studied English in school for six years, yet \_\_\_\_\_

\_\_\_\_\_.

2. Many children who watch television all day long don't learn how to read well, for \_\_\_\_\_

\_\_\_\_\_.

3. In some countries, women cannot vote, nor \_\_\_\_\_

\_\_\_\_\_.

4. The United States is one of the richest countries in the world, yet \_\_\_\_\_

\_\_\_\_\_.

5. Everyone should know at least two languages, for \_\_\_\_\_

\_\_\_\_\_.

D. For additional practice, write one compound sentence of your own using *for*, *yet*, and *nor* one time each.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Varying Sentence Openings

As you learned in Chapter 1, a prepositional phrase consists of a preposition and a pronoun, noun, or noun phrase. The following prepositional phrases express time, place, and possession, among other things.

### Time

in the early morning

at 3:00

during dinner

after the accident

### Place

in the hall

beyond the darkness

in front of the house

at the top of the stairs

### Possession

(the color) of the house

(the top) of the stairway

(a girl) with red hair

Some (but not all) prepositional phrases can come at the beginning as well as in the middle and at the end of a sentence. At the beginning of sentences, they often function as time order and spatial order signals. Moving prepositional phrases to the beginning of some sentences also adds interest and variety to your writing. When you use time order or spatial order in a paragraph, move some prepositional phrases to the beginning of their sentences, and put a comma after them.

I was afraid of many things during my childhood.

OR

During my childhood, I was afraid of many things.

You arrive at Havasupai Village at the end of the trail.

OR

At the end of the trail, you arrive at Havasupai village.

Not all prepositional phrases can be moved.

NOT POSSIBLE

The color of the house was white.  
~~Of the house, the color was white.~~

NOT POSSIBLE

He married a girl with red hair.  
~~With red hair, he married a girl.~~

## PRACTICE 6

### Varying Sentence Openings

**Step 1** Underline all the prepositional phrases in the following sentences.

**Step 2** When possible, rewrite sentences by moving a prepositional phrase to the beginning of its sentence.

**Step 3** Punctuate your new sentences correctly.

1. A large earthquake occurred under the Indian Ocean on December 26, 2004.

On December 26, 2004, a large earthquake occurred under the Indian Ocean.

2. The resulting tsunami<sup>1</sup> flooded the shores of several countries and killed nearly 250,000 people.

3. Hundred-foot waves crashed into homes and businesses in the towns near the coast.

4. The giant earthquake came just three days after a slightly smaller earthquake between Australia and New Zealand.

5. The energy released by the earthquake continued to be felt for several months after the event.

<sup>1</sup>tsunami: very large wave caused by an earthquake



## The Writing Process

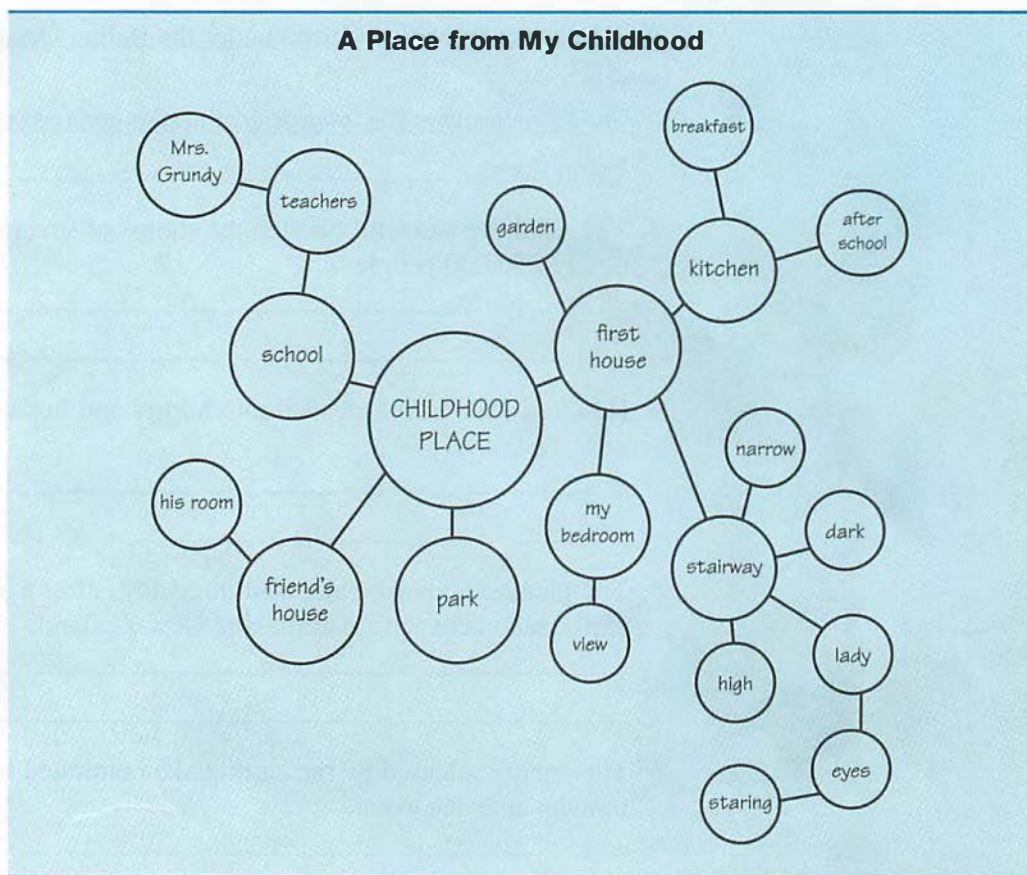
### Clustering

In Chapter 1, you learned about the prewriting technique called *listing*. Now learn to use **clustering** as a way to get ideas for your writing.

When you cluster, you start by writing your topic in a circle in the middle of your paper. As you think of related ideas, you write these ideas in smaller circles around the first circle. The related idea in each small circle may produce even more ideas and therefore more circles around it. When you have run out of ideas, your paper might look something like the following model. The model paragraph “The Stairway” on page 61 was written from this model.

#### MODEL

#### Clustering



You can see that this writer had the most ideas about the first house he lived in as a child. When he thought more about his house, he remembered a stairway in the house and a mysterious lady at the top of it. Because of the richness of his ideas about the stairway, which you can see from the large number of circles, he chose it as the topic of his paragraph.

**Try It Out!**

Practice the clustering technique to develop a topic.

- Step 1** Choose one of the topic suggestions, and write it in a large circle in the center of a piece of paper.
- Step 2** Think about the topic for one or two minutes. Then write each new idea that comes into your mind in smaller circles around the large circle.
- Step 3** Think about the idea in each smaller circle for one or two minutes. Write any new ideas in even smaller circles.
- Step 4** Look over your groups of circles. Which group is the largest? The largest group of circles is probably the most productive topic for your paragraph.

**Topic Suggestions**

a place from my childhood  
 a place that is special to me  
 the view from my window  
 my favorite room  
 an unforgettable scene or view  
 a scene from a dream  
 my ideal room or apartment  
 my neighborhood

**Review**

These are the important points covered in this chapter:

1. A description is a word picture. It tells the reader how something looks, feels, smells, tastes, and sounds.
  - Use spatial order to organize a description. Spatial order is the arrangement of items in order by space: back to front, left to right, top to bottom, far to near, and so on.
  - Use spatial order expressions to show the order. Examples of spatial order expressions are *on the dashboard of my car*, *in front of the sofa*, and *in the distance*.
2. Unity is an important element of a good paragraph. Unity means that a paragraph discusses one, and only one, main idea.
3. Supporting details are the “meat” of a paragraph. They prove the truth of your topic sentence, and they make your writing rich and interesting.
4. *For*, *yet*, and *nor* are three additional coordinating conjunctions that you can use to make compound sentences.

5. One way to make your writing more interesting is to vary your sentence openings. Occasionally move a prepositional phrase to the beginning of a sentence. (You cannot move every prepositional phrase, however.)
6. Clustering is another prewriting technique you can use to get ideas.

## Skill Sharpeners

The following exercises will help you review important skills you learned in prior chapters.

### EXERCISE 1

#### Commas

Add commas where they are required in the following paragraph.

#### A Beach Treasure

<sup>1</sup>Last Sunday my friend and I were walking along the beach and spotted an interesting shell on top of the sand. <sup>2</sup>We stopped knelt down picked it up and brushed the sand from its surface. <sup>3</sup>It was a disk about 3 inches in diameter with five V-shaped notches around its outer edge. <sup>4</sup>It was round flat and gray-white in color. <sup>5</sup>It was large for a sea shell yet it weighed almost nothing. <sup>6</sup>I held it up to my nose and sniffed the salty smell of the ocean. <sup>7</sup>On the top side of the disk Mother Nature had punched tiny holes in the shape of a flower with five petals. <sup>8</sup>The other side of the disk was very plain for it had only one small hole in the center. <sup>9</sup>At first we thought the shell was empty but we were wrong. <sup>10</sup>We shook it and a stream of sand fell out. <sup>11</sup>Later we did a little research and learned that it wasn't a shell at all. <sup>12</sup>It was the skeleton of an ocean animal. Do you know what this animal is? (See the bottom of the page for the answer.)

### EXERCISE 2

#### Summary Writing

Write a summary of “The Stairway” (page 61). Imagine that you are telling a friend the story. Include the important information, but write as few sentences as possible. Write no more than five sentences. Use these questions to pick out the important points.

1. What is the topic of this descriptive paragraph?
2. Where is the child when he describes the topic?
3. What part of the house does he describe? How does it appear to him?
4. What is at the top of the stairway?
5. How does he describe her?
6. What did he imagine then? What does he know now?

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<sup>1</sup>The animal is a sand dollar.

## Writing Assignment

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Write a descriptive paragraph. Follow the steps in the writing process.

**Step 1** Prewrite to get ideas. Use the clustering exercise that you completed in the Try It Out! exercise on page 73.

**Step 2** Organize the ideas. Decide what kind of spatial order you will use. Make an outline. Include as many descriptive details as you can think of.

**Step 3** Write the rough draft. Write ROUGH DRAFT at the top of your paper.

- Begin with a topic sentence that names the place and gives a general impression.
- Use spatial order.
- Include descriptive details to make your description lively and interesting.
- Write a concluding sentence.
- Pay attention to your sentence structure. Write both simple and compound sentences, and punctuate them correctly.

**Step 4** Polish the rough draft.

- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 4 on page 204. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
- Use Self-Editing Worksheet 4 on page 205 to check your second draft for grammar, punctuation, and sentence structure.

**Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.



# Logical Division of Ideas



## Organization

Logical Division of Ideas

Coherence

Using Nouns and Pronouns Consistently

Transition Signals

## Sentence Structure

Run-Ons and Comma Splices

## Review

## Writing Assignment

## Organization

In this chapter, you will learn how to organize a paragraph using the **logical division of ideas** pattern. In the model paragraph, the writer discusses three reasons she does not own a credit card. As you read the paragraph, notice the word or phrase that signals each reason.

### MODEL

#### Logical Division of Ideas Paragraph

#### Why I Don't Have a Credit Card

<sup>1</sup>There are three reasons I don't have a credit card. <sup>2</sup>The first reason is that using a piece of plastic instead of cash makes it too easy for me to buy things I can't afford. <sup>3</sup>For instance, last week I saw a \$75.00 pair of pink sandals in my favorite shoe store. <sup>4</sup>Of course, I don't need pink sandals, nor can I afford them. <sup>5</sup>With a credit card, however, I would now own those sandals and be worrying about how to pay for them. <sup>6</sup>The second reason I don't have a credit card is that I would end up in debt<sup>1</sup> like my friend Sara the Shopaholic.<sup>2</sup> <sup>7</sup>Sara got a credit card last year, and she already owes \$4,000. <sup>8</sup>She buys things that she doesn't really need, such as jewelry and designer sunglasses. <sup>9</sup>Sara makes only minimum payments each month. <sup>10</sup>Her monthly interest charges are more than her payments, so her balance<sup>3</sup> never decreases. <sup>11</sup>She will be in debt for years. <sup>12</sup>The third reason I don't have a credit card is the difficulty in understanding the fine print<sup>4</sup> in the credit card contract. <sup>13</sup>If I don't read the fine print, I can be surprised. <sup>14</sup>For example, some credit card companies will raise my interest rate if I make a payment even one day late. <sup>15</sup>To sum up, credit cards may be a convenience for some people, but for me, they are a plastic ticket to financial disaster.

#### Questions on the Model

1. How many reasons does the writer give for not having a credit card? Which sentence tells you the number?
2. Circle the words and phrases that signal each new reason.
3. How does the writer support each reason?

<sup>1</sup>**end up in debt:** find myself in the situation of owing a lot of money

<sup>2</sup>**shopaholic:** person who shops too often and buys too much

<sup>3</sup>**balance:** total amount owed

<sup>4</sup>**the fine print:** important details in a legal document that are often printed in smaller letters than the rest of the document and are therefore more difficult to read

## Logical Division of Ideas

**Logical division of ideas** is a pattern of organization in which you divide a topic into points and discuss each point separately. The model paragraph uses this pattern. You can use logical division to organize many kinds of topics, not just reasons.

### Sample Topics

- **reasons** for owning an iPod/cell phone/PDA/small automobile, for exercising/not exercising, for learning English, for IMing instead of making a phone call, for being a vegetarian . . .
- **kinds** of teachers/shoppers/drivers/friends/students/teachers/bosses/foods . . .
- **types** of books/movies/music/TV programs I like/don't like . . .
- **advantages** of living in a small town/big city/college dormitory, of being an only/the youngest/the oldest child/a twin . . .
- **disadvantages** of living in a small town/big city/college dormitory, of being an only/the youngest/the oldest child/a twin . . .
- **qualities** of a good boss/good employee/good friend/teacher/parent/nurse/paramedic/salesperson . . .

Begin a logical division paragraph with a topic sentence similar to the following.

A good boss has three qualities.

Living in a college dormitory has several advantages.

There are four main styles of Chinese food.

In the supporting sentences, discuss each point one after the other. Introduce each new point with a signal word or phrase such as *The first reason . . .*, *The second type . . .*, *The final advantage . . .*, *In addition*, *Furthermore*, *Also*, and *Moreover*.

The first reason I am a vegetarian is that vegetarians are healthier than meat-eaters.

Another quality of a good boss is fairness.

In addition, sharing clothing with a twin saves money.

Support each point with a convincing detail such as an example or a statistic (numbers—costs, amounts, percentages, and so on).

For example, they want to touch and feel fabrics and visualize themselves in clothes.

She buys things that she doesn't really need, such as jewelry and designer sunglasses.

In 2005, there were thirteen major hurricanes in the North Atlantic.

A Big Mac contains 560 calories and 30 grams of fat.

End a logical division paragraph with a concluding sentence similar to one of these.

For all these reasons, living at home is the best choice for me at this time in my life.

To sum up, a champion has to be motivated, disciplined, and talented.

In brief, an effective ad grabs your attention and appeals to your emotions.



**PRACTICE 1****Recognizing  
Logical Division**

Look through the paragraphs that are used as examples and practices in this chapter. Find at least three paragraphs that use logical division of ideas as a pattern of organization. *Hint:* Look for signal words and phrases that show divisions of a topic, such as *The first . . .*, *Another . . .*, and *In addition*.

**Try It Out!**

Choose one of the sample topics listed on page 78. Use listing, clustering, or freewriting to get ideas about the topic. Find at least three points and one example for each point. Then make an outline.

**Coherence**

In addition to unity, which you learned about in Chapter 4, every good paragraph must have **coherence**. A coherent paragraph flows smoothly from beginning to end. A reader can follow your ideas easily because one sentence leads naturally to the next one; there are no sudden jumps.

There are three main ways to make your paragraph coherent:

1. Use nouns and pronouns consistently throughout a paragraph.
2. Use transition signals to show relationships among ideas.
3. Put your ideas into some kind of logical order, such as logical division of ideas.

**Using Nouns  
and Pronouns  
Consistently**

One way to achieve coherence is to use nouns and pronouns **consistently** throughout a paragraph, that is, continue to use the same nouns and pronouns you start with. For example, if you begin with a plural noun such as *students*, don't change to singular. Also, don't change pronouns; don't switch from *you* to *they* or *he* for no reason. Be consistent! If you use the pronoun *you* at the beginning of your paragraph, keep it throughout.

Notice how nouns and pronouns in the following paragraph have been changed to make them consistent.

**Word Roots**

~~A student~~ <sup>Students</sup> who ~~knows~~ <sup>know</sup> a few Latin and Greek word roots ~~has~~ <sup>have</sup> an advantage over ~~a student~~ <sup>students</sup> who ~~doesn't~~ <sup>don't</sup> know them. ~~They~~ <sup>they</sup> can often guess the meaning of unfamiliar words. If, for example, ~~you~~ <sup>they</sup> know that the Latin word root *circum-* means "around," ~~you~~ <sup>they</sup> can guess the meaning of words such as *circumference*, *circumvent*, *circumstance*, and *circumnavigate* when ~~you~~ <sup>they</sup> read them in a sentence. Similarly, the Greek word root *mon-* or *mono-*, which means "one, single, alone," appears in dozens of English words. ~~A student~~ <sup>Students</sup> armed with this knowledge can often discover the meanings of new words such as *monocle*, *monarchy*, *monotone*, *monologue*, and *monolingual* without getting help from a dictionary. ~~You~~ <sup>They</sup> also might be able to figure out that a monorail is a train that uses one rail.



Here's a tip to help you use pronouns consistently.

Use a plural noun (*employees*) rather than a singular noun (*an employee*) when writing about a group of people of both sexes. When you need to use pronouns, the plural pronouns *they*, *them*, and *their* are less awkward than the singular phrases *he or she*, *him or her*, and *his or hers*.

**AWKWARD**

An employee must wear his or her ID badge at all times.

**BETTER**

Employees must wear their ID badges at all times.

## **PRACTICE 2**

### **Consistent Pronouns**

- A. Circle the noun that is the topic of the paragraph and all pronouns that refer to it.

Some researchers believe that social animals such as dogs may have a sense of morality. That is, dogs know right from wrong. For example, dogs follow certain rules when they play together, and they exclude dogs that don't follow the rules. Dogs' sense of right and wrong also includes knowing how to behave correctly around humans. For example, they know who the pack leader (that is, the boss) in any family is. They also know that they are not allowed to eat the pack leader's food. If they steal a bite of food from Dad's dinner plate, they slink<sup>1</sup> around the kitchen looking guilty because they know they have broken a rule. Other researchers say that fear of punishment, not guilt, is the reason for dogs' slinking behavior.

- B. Edit the following paragraphs for consistent nouns and pronouns.

#### **Paragraph 1**

A marathon runner must be strong not only in body but also in mind. She or he has to train for years to achieve the necessary endurance to compete in his or her sport. This requires great discipline and self-sacrifice. In addition, marathon runners have to train their minds in order to endure the long hours of solitary running. This, too, requires great discipline. In other words, you must be in top condition, both mentally and physically, if you want to run in marathons.

#### **Paragraph 2**

Physicists are scientists who study the basic laws of nature and apply these laws to improve the world. They are concerned with scientific wonders as large as the universe and as small as an electron. He or she is a problem solver who is curious about the universe and who is interested in what gives it order and meaning.

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<sup>1</sup>**slink**: walk quietly, head down, trying not to be noticed

### Paragraph 3

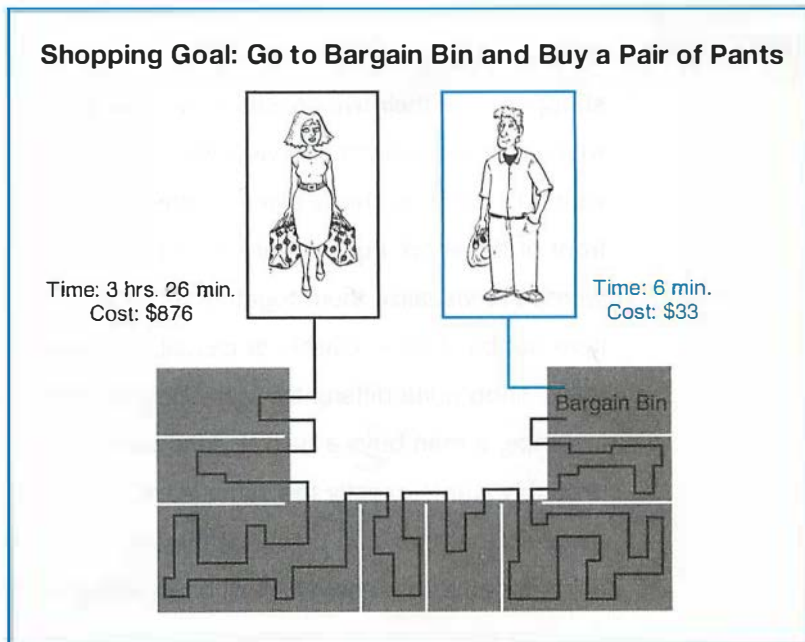
Many students feel that learning to write well is a useless, time-consuming task that has little to do with “real life”—that is, with their future occupations. Although this may be true if he or she plans to become an auto mechanic or a waitress, it is certainly not true if you plan to have a white-collar job.<sup>2</sup> No matter what profession you enter — business, engineering, government, education — you will have to write.

## Transition Signals

Another way to give a paragraph coherence is to use transition signals. **Transition signals** are words and phrases that connect the idea in one sentence with the idea in another sentence. They are expressions such as *first/second*, *furthermore*, *on the other hand*, *for example*, and *in conclusion*. Transition signals are like traffic signals; they tell your reader when to slow down, turn around, and stop. Using transition signals makes your paragraph smoother and helps your reader understand it more easily.

You have already used several transition signals. You practiced using time order signals in Chapter 2 and spatial order signals in Chapter 4. In Chapter 3, you learned the three signals for examples. In this chapter, you will practice using others.

Read and compare the following two paragraphs. Is 1 or 2 easier to understand? Why?



<sup>2</sup>**white-collar job:** job in a bank, office, store, and so on, as opposed to a job as a factory worker, carpenter, plumber, auto mechanic, and so on.

**Paragraph 1****Men and Women Shoppers**

Store owners who understand the differences between men and women shoppers can use this knowledge to design their stores. Women shoppers use their five senses when they shop. They want to touch and feel fabrics and visualize<sup>1</sup> themselves in clothes. Owners of women's clothing shops place clothes with lots of frills<sup>2</sup> and luxury fabrics at the front of the shop. They place items near one another to allow a woman to visualize them together as an outfit. They group clothes not by item but by style — classic or casual, for instance. Men shoppers shop quite differently. Men shop for clothes only when they have to. A man buys a pair of jeans because his old ones have worn out. He probably wants exactly the same jeans. Men want everything in its place so that they can buy what they want and leave. They want all shirts together over here and all pants together over there. Men's clothing stores are arranged very differently from women's.

**Paragraph 2****Men and Women Shoppers**

Store owners who understand the differences between men and women shoppers can use this knowledge to design their stores. First of all, women shoppers use their five senses when they shop. For example, they want to touch and feel fabrics and visualize themselves in clothes. Therefore, owners of women's clothing shops place clothes with lots of frills and luxury fabrics at the front of the shop. Furthermore, they place items near one another to allow a woman to visualize them together as an outfit. They also group clothes not by item but by style — classic or casual, for instance. Men shoppers, on the other hand, shop quite differently. Men shop for clothes only when they have to. For instance, a man buys a pair of jeans because his old ones have worn out. He probably wants exactly the same jeans. Moreover, men want everything in its place so that they can buy what they want quickly and leave. They want all shirts together over here and all pants together over there. As a result, men's clothing stores are arranged very differently from women's.

Paragraph 2 is easier to read and understand because the writer has used transition signals. Each transition signal shows the relationship of one idea to the next.

---

<sup>1</sup>visualize: see in one's mind; imagine

<sup>2</sup>frills: decorations

- *First of all* tells you to look for the first main point.
- *For example* tells you to look for an example of the previous point.
- *Therefore* tells you that this is a result.
- *Furthermore* and *moreover* tell you to look for another similar idea.
- *On the other hand* tells you to look for a contrasting or opposite idea.
- *For instance* also tells you to look for an example.
- *As a result* tells you to look for a consequence of the previous point.

Let's review those you know and learn a few new ones. You will also learn new ways to use them.

## Transition Signals

Sentence Connectors	Coordinating Conjunctions	Others
<b>To list ideas in time order</b>		
First, Second, First of all, Next, Meanwhile, After that, Finally, Now Soon Then		
<b>To list ideas in logical division of ideas order</b>		
First, Second, etc. First of all, Furthermore, Also, In addition, Moreover,	and	A second (reason, kind, advantage, etc.) . . . An additional (reason, kind, advantage, etc.) . . . The final (reason, kind, advantage, etc.) . . .
<b>To add a similar idea</b>		
Similarly, Likewise, Also, Furthermore, In addition, Moreover,	and	
<b>To add an opposite idea</b>		
On the other hand, However,	but	

(continued on next page)



**Transition Signals** (continued)

Sentence Connectors	Coordinating Conjunctions	Others
<b>To give an example</b>		
For example, For instance,		such as (+ noun)
<b>To give a reason</b>		
	for	because of (+ noun)
<b>To give a result</b>		
Therefore, Thus, Consequently, As a result,	so	
<b>To add a conclusion</b>		
All in all, For these reasons, In brief, In conclusion, To summarize, To sum up,		It is clear that . . . You can see that . . . You can see from these examples that . . . These examples show that . . .

Following are some general rules for placing and punctuating these transition signals:

1. The words and phrases in the “Sentence Connectors” column often come at the beginning of a sentence. They are usually followed by a comma. (Exceptions: *Now*, *soon*, and *then* do not need a comma.)

**BEGINNING OF SENTENCE**

**First of all**, zoos protect animals from their natural enemies.

**In short**, advertising helps both buyers and sellers.

**Then** press the tab key on your keyboard.

Sentence connectors can also come in the middle and at the end of a sentence. We usually (but not always) separate them from the rest of the sentence with a comma or commas.

**MIDDLE OF SENTENCE**

Some people, **on the other hand**, object to keeping wild animals in cages. You can **also** use keyboard shortcuts to type foreign letters and symbols. (*No comma between two parts of a verb phrase*)

**END OF SENTENCE**

They are protected and can live without risk of being attacked, **therefore**.

Anti-zoo groups say that wild animals do not reproduce well in captivity, **for example**.

2. Use the words in the “Coordinating Conjunctions” column to connect two simple sentences to make a compound sentence. Put a comma after the first simple sentence.

All their needs are taken care of, **so** most zoo animals are healthy and contented.

3. The words in the “Others” column are adjectives and prepositions. They have no special punctuation.

The **first** characteristic of a good politician is skill at public speaking.

**Another** type of advertisement is aimed at children.

Some people enjoy dangerous sports **such as** bungee-jumping and skydiving.

### PRACTICE 3

#### Transition Signals

- A. Add the appropriate transition signals from each list to the following paragraphs, and capitalize and punctuate them correctly. Do not use the same transition signal more than once (except in paragraph 3).

1. To list ideas in time order:

first (of all)	then
after that	next
second, third, etc.	finally

To apply for a scholarship, follow these steps. (a) \_\_\_\_\_ get an application form from your college’s scholarship office. (b) \_\_\_\_\_ fill it out completely and accurately. (c) \_\_\_\_\_ ask two of your instructors to write letters of recommendation for you. (d) \_\_\_\_\_ turn in the application form and letters to the scholarship office before the deadline.

2. To add a similar idea:

and	moreover
also	in addition

Today it is possible to get many services without making human contact. For instance, you can buy music, rent movies, and order groceries online without speaking to a salesperson. (a) \_\_\_\_\_ you can buy almost anything from potato chips to underwear from vending machines that will accept your money and return change automatically. (b) \_\_\_\_\_ by using your cell phone, you can make national and international calls (c) \_\_\_\_\_ send text messages without operator assistance. You can (d) \_\_\_\_\_ earn college credits by taking online courses instead of going to class.

3. To give an example (*Note: Use one signal twice.*):

for example                      such as

Children are motivated to learn if they are allowed to be successful.

No matter how small their progress is, each step helps to develop their

self-confidence (a) \_\_\_\_\_ when children master math concepts

(b) \_\_\_\_\_ addition and subtraction, they are more willing to attempt

more difficult concepts (c) \_\_\_\_\_ long division.

**B.** In the following paragraph, choose an appropriate transition signal from those listed under each blank and write it in the blank. Capitalize and punctuate correctly. In some cases, there may be more than one appropriate answer.

### How Storms Are Named



Have you ever wondered how those big ocean storms called hurricanes or typhoons get their names? Who decides to name a hurricane *Ann* or *Barbara* or *Bill*? The way

hurricanes and typhoons are named has changed over the years, and it is an interesting story. Originally, weather forecasters described them by their position in degrees of latitude and longitude (1) \_\_\_\_\_ a typhoon

in addition/for example/but

might have been called *21.20 north, 157.52 west* (2) \_\_\_\_\_ this

then/however/moreover

method was confusing because storms don't stay in the same place

(3) \_\_\_\_\_ people developed other ways to identify them. In

thus/therefore/in brief

the Caribbean Sea, hurricanes were named for the Catholic saints' days

(4) \_\_\_\_\_ a hurricane that struck an island in the

thus/for instance/moreover

Caribbean on Saint Ann's Day was named *Santa Ana*. During World War I,

hurricanes and typhoons were named according to the military alphabet: *Able*,

*Baker*, *Charlie*, and so on. During World War II, women's names began to be

used (5) \_\_\_\_\_ for the next thirty-five years, weather forecasters  
so / therefore / and

talked about *Typhoon Alice* or *Hurricane Betsy* (6) \_\_\_\_\_ in the  
however / then / also

1970s, the women's liberation movement came along and forced weather  
forecasters to use men's names, too. (7) \_\_\_\_\_ after about  
thus / as a result / finally

1975, a storm could be named *Gertrude* or *George*. Currently, men's and  
women's names alternate: *Alice, Bret, Carla, David, Ellen, Frederick*, and so on.

(8) \_\_\_\_\_, the way hurricanes and typhoons are named has  
to sum up / so / as a result

changed over the years and will undoubtedly change again.

**Caution!**

Do not overuse transition signals. Using too many is just as confusing as using too few. Don't use a transition signal in every sentence. Use one only when it helps your reader understand how one sentence relates to another sentence.

## Sentence Structure

### Run-Ons and Comma Splices

In Chapter 1, you learned about a sentence error called a *fragment*, or *incomplete sentence*. In this chapter, you will learn about two sentence errors, **run-ons** and **comma splices**.

Run-ons and comma splices are similar errors. Both happen when you join sentences incorrectly.

A run-on happens when you join two simple sentences without a comma and without a connecting word.

**RUN-ON**

Men like to shop quickly women like to browse.<sup>1</sup>

A comma splice error happens when you join two simple sentences with a comma alone.

**COMMA SPLICE**

Men like to shop quickly, women like to browse.

There are three easy ways to correct run-on and comma splice errors.<sup>2</sup>

1. Join the two sentences with a comma and a coordinating conjunction such as *and*, *but*, or *so*.

Men like to shop quickly, but women like to browse.

<sup>1</sup>**browse:** look at many items in a store without buying anything

<sup>2</sup>Other ways to correct run-ons and comma splices use semicolons. Semicolons are not taught in this book.



2. Make two sentences. Separate the two sentences with a period.

Men like to shop quickly. Women like to browse.

3. If you wish to show the relationship between the two sentences, add a sentence connector (and a comma) to the second sentence.

Men like to shop quickly. However, women like to browse.

Correcting run-ons and comma splices is relatively easy. Finding them is often the real challenge. Here are three tips to help you recognize run-ons and comma splices.

1. Check all sentences that have a comma in the middle.

#### COMMA SPLICE

My best subject is computer science, my worst subject is English.

What is the first subject in this sentence? What verb goes with it? Read further. Is there another subject with its own verb? If the answer is yes, look for a coordinating conjunction. If there is none, then this is a run-on sentence.

#### CORRECTION

My best subject is computer science. My worst subject is English.

OR

My best subject is computer science, and my worst subject is English.

2. Read a long sentence aloud. Sometimes reading aloud helps you to recognize where a new sentence should begin.

#### RUN-ON

Advertising is a multibillion-dollar industry in the United States more than \$200 billion is spent on advertising and advertising-related activities each year.

When you read the sentence aloud, do you pause between *United States* and *more*? *More* is the first word of a new sentence.

#### CORRECTION

Advertising is a multibillion-dollar industry in the United States. More than \$200 billion is spent on advertising and advertising-related activities each year.

3. Look for words like *then*, *also*, and *therefore* in the middle of a sentence. These words are “danger words” because they frequently occur in run-on sentences.

#### COMMA SPLICE

We drove into the city, then we spent thirty minutes looking for a place to park.

#### CORRECTION

We drove into the city, and then we spent thirty minutes looking for a place to park.

OR

We drove into the city and spent thirty minutes looking for a place to park.

OR

We drove into the city. Then we spent thirty minutes looking for a place to park.

**PRACTICE 4****Editing for  
Sentence Errors**

A. Read each sentence and decide if it is a run-on or comma splice or if it is correct. Write *X* on the line next to the errors. Then correct each sentence that you marked.

  X   1. Alicia and Marta are a lot alike, they both have dark hair and eyes.

           *Alicia and Marta are a lot alike. They both have dark hair and eyes.*

       2. Both women are single, but Marta has a boyfriend.

       3. Writing a paragraph is easy it takes practice.

       4. First, you write a topic sentence, then you make an outline of the supporting sentences.

       5. In high school, I never studied, but now I work hard.

       6. College is not like high school it is a lot harder.

       7. I want to transfer to a four-year college, so I try to get good grades.

       8. My parents did not finish high school, I was the first member of my family to graduate.

       9. In the old days, people did not have the opportunity to attend school, they had to work to help support the family.

       10. Now parents want a better future for their children, they encourage them to go to college and even help them achieve that goal.

(continued on next page)

- B. Find and circle errors in sentence structure and punctuation in the following paragraph. Look for run-on and comma splice errors. Then correct the errors. (Note: There may be more than one way to correct some of the errors.)

### Ways of Cooking Rice

<sup>1</sup>There are hundreds of different kinds of rice and hundreds of different ways to cook it. <sup>2</sup>The kind of rice eaten daily in most Asian countries is sticky rice. <sup>3</sup>Asian sticky rice is rinsed, soaked, cooked, and then steamed, the lid remains on the cooking pot during the entire cooking and steaming process. <sup>4</sup>When the rice is ready to eat, the grains are soft and fluffy, and they stick together. <sup>5</sup>Asian cooks never stir rice while it is cooking. <sup>6</sup>Italian cooks, on the other hand, stir the pot constantly when they make *risotto*.<sup>1</sup> <sup>7</sup>*Risotto* has a creamy texture, the individual grains have a chewy center. <sup>8</sup>Persian rice is quite different it has a golden, crunchy crust. <sup>9</sup>Thai people serve jasmine rice, and people in India enjoy basmati rice, both kinds have a special perfume-like aroma. <sup>10</sup>Indeed, rice is one of the most versatile<sup>2</sup> foods in the world.

## Review

These are the important points covered in this chapter:

1. Logical division of ideas is a pattern of organizing ideas in which you divide a topic into parts and discuss each part separately.
2. A paragraph needs coherence. A coherent paragraph is easy to read because it flows smoothly from beginning to end. Use these three techniques to achieve coherence.
  - Use nouns and pronouns consistently.
  - Use transition signals to show how one idea is related to the next.
  - Put your ideas into some kind of logical order.
3. Run-ons and comma splices are sentence errors in which you join two sentences incorrectly.

---

<sup>1</sup>*risotto*: Italian dish made with rice, broth, and cheese

<sup>2</sup>*versatile*: having many different uses

## Skill Sharpeners

The following exercises will help you review important skills you learned in prior chapters.

### EXERCISE 1

#### Unity

Read the following paragraph. Find and cross out one sentence that breaks the unity of the paragraph.

#### Secrets of Good Ads

<sup>1</sup>A good ad has three characteristics. <sup>2</sup>First of all, a good ad is simple. <sup>3</sup>It lets pictures, not words, tell the story. <sup>4</sup>Of course, all ads need some words, but a good ad has a powerful headline and only a small amount of text. <sup>5</sup>Second, a good ad is directed to a particular group of consumers. <sup>6</sup>For example, ads for face creams are for older women, and ads for motorcycles are for unmarried young men. <sup>7</sup>Third, a good ad appeals to emotions. <sup>8</sup>Women in the thirty-to-fifty age group, for instance, want to look and feel younger, so face cream ads tell them that women who use XYZ face cream will look like the twenty-year-old models pictured in the ad. <sup>9</sup>Teenagers want to feel popular, so ads directed at teens often show a happy, confident-looking group of young people using the product in the ad. <sup>10</sup>Teenagers have a surprising amount of money to spend, so advertisers research teenage fads and fashions. <sup>11</sup>In conclusion, good ads are simple, are directed at a specific group, and make an emotional connection.

### EXERCISE 2

#### Outlining

Outline the paragraph “Secrets of Good Ads.” Omit the sentence you crossed out in the preceding practice.

### EXERCISE 3

#### Summary Writing

Write a summary of the model paragraph at the beginning of this chapter, “Why I Don’t Have a Credit Card,” on page 77.

## Writing Assignment

Use the outline you prepared for the Try It Out! exercise on page 79 and write a paragraph. Use logical division of ideas as a pattern of organization.

You have already completed Steps 1 and 2 of the writing process.

**Step 3** Write a rough draft. Write ROUGH DRAFT at the top of your paper.

- Begin your paragraph with a topic sentence for logical division of ideas similar to the examples on page 78.
- Use examples or other kinds of details to support your points.



- Use transition signals to show the divisions of your topic.
- Pay attention to sentence structure. Write both simple and compound sentences, and punctuate them correctly.

**Step 4** Polish the rough draft.

- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 5 on page 206. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
- Use Self-Editing Worksheet 5 on page 207 to check your second draft for grammar, punctuation, and sentence structure.

**Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.

## **Alternative Writing Assignment**

Become a restaurant reviewer. Write a one-paragraph review of a restaurant in your area.

You may want to work with another student or in a small group to develop ideas for your restaurant review. (Each student should write his or her own review, however, because you may want to write about different points.)

Use the Restaurant Reviewer's Notebook form on the next page to make notes and organize information. Your review is only one paragraph, so do not use all the points suggested on the form. Choose no more than three points, such as food, service, prices, or decor, to write about. Once you have decided on your points and examples, make an outline. Then complete steps 3, 4, and 5 in the preceding Writing Assignment.

Begin your review with a topic sentence that names the restaurant and makes a general statement about it.

Papa Joe's has the best pizza in the city.

For a delicious but inexpensive meal, try Alice's Restaurant.

In the supporting sentences, discuss each point separately. Use at least one specific example to support each point.

Second, the prices are reasonable. For example, a large vegetarian pizza costs just \$8.00.

End your review with a recommendation: Should people go to the restaurant, and why (or why not)? Summarize the points in your review.

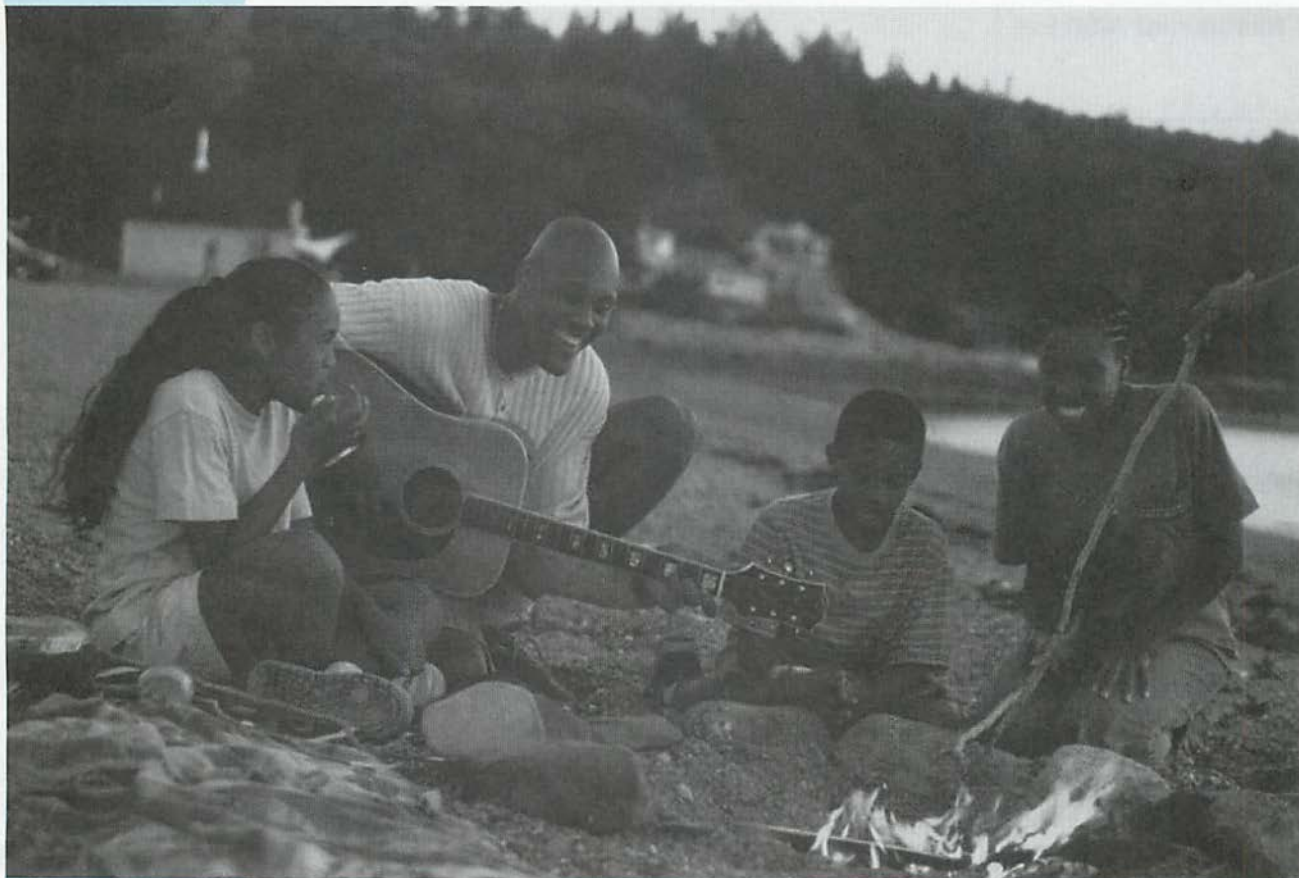
For great pizza, go to Papa Joe's, but expect slow service.

To sum up, you get good food at cheap prices at Alice's Restaurant.

Restaurant Reviewer's Notebook		
<b>Restaurant Name</b>		
<b>Restaurant Address</b>		
		<b>Number of Stars<sup>1</sup></b>
<b>Location</b> (easy to find? parking available?)		
<b>Interior</b> (clean? noisy? pleasant décor?)		
<b>Food</b>		
<b>Service</b> (efficient? friendly?)		
<b>Prices</b>		

<sup>1</sup>Give your restaurant 0–5 stars. Excellent \*\*\*\*\* Very good \*\*\*\* Average \*\*\* Below Average \*\*  
 Poor \* Don't eat here (☹)

# Process Paragraphs



## Organization

Time Order

Time Order Signals

## Sentence Structure

Clauses

Complex Sentences

## Review

## Writing Assignment

## Organization

In a **process paragraph**, you explain how to make or do something, so process paragraphs are also called *how-to paragraphs*. To explain how to do something clearly, break the process down into a series of steps and explain each step.

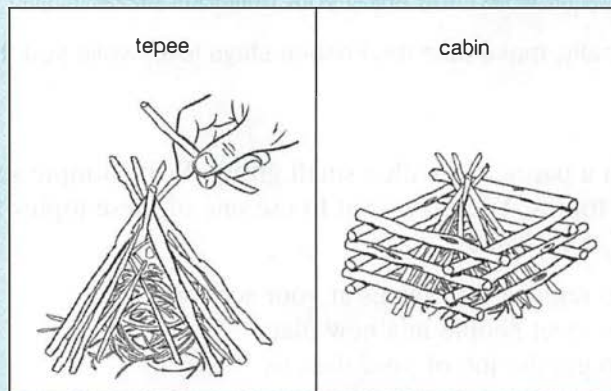
The model paragraph explains the process of building a campfire. As you read it, count the number of steps. Also, notice the words and phrases that introduce each step.

### MODEL

#### Process Paragraph

#### How to Build a One-Match Campfire

<sup>1</sup>Building a campfire that you can light with one match is simple if you follow these easy steps. <sup>2</sup>The first step is to prepare a safe place for your campfire. <sup>3</sup>Clear an area on the ground at least 3 feet wide, and put a circle of stones around it. <sup>4</sup>Second, gather fuel. <sup>5</sup>You will need several sizes of fuel: small twigs, medium sticks, and large sticks. <sup>6</sup>The next step is to build a tepee.<sup>1</sup> <sup>7</sup>Put a



handful of twigs in a small pile, and use the small sticks to build a small tepee over the pile.

<sup>8</sup>Leave spaces large enough to drop a lighted match through. <sup>9</sup>Next, build a cabin<sup>2</sup> around the tepee using the medium sticks. <sup>10</sup>Fifth, place two

large pieces of wood on either side of the cabin, and lay two or three long sticks on top to make a loose roof. <sup>11</sup>The last step is to light a match and drop it through a space in the tepee. <sup>12</sup>Soon you will enjoy the warmth of a nice fire, and your friends will admire your skill at lighting a campfire with only one match!

#### Questions on the Model

1. Underline the topic sentence. What words tell the reader that the paragraph will explain a process?
2. How many steps are there?
3. Does the concluding sentence summarize the steps, or does it restate the topic sentence in different words?

<sup>1</sup>tepee: cone-shaped "house" used by some Native Americans

<sup>2</sup>cabin: small house made of wood



A process paragraph begins with a topic sentence that names the topic and tells the reader to look for a process or procedure. Use words such as *steps*, *procedure*, *directions*, *suggestions*, and *instructions*.

You can teach your dog to fetch<sup>1</sup> in a very short time by following this procedure.

Making a pizza is easy if you follow these instructions.

Follow these steps to throw a Frisbee<sup>2</sup> accurately.

The supporting sentences are the steps and details about each step.

When your dog brings back the stick, praise him extravagantly.

The first step is to gather the ingredients you will need.

First, grip the edge of the Frisbee with all your fingers wrapped underneath the edge and your thumb along the top.

The concluding sentence can be the last step, or it can give the results.

At the end of the lesson, give your dog a nice treat for a job well done.

Now sit down and enjoy your delicious pizza.

Finally, make sure the Frisbee stays level while you throw.

## **PRACTICE I**

### **Topic Sentences for Process Paragraphs**

Work with a partner or with a small group. Write a topic sentence for four of the following topics. You may want to use one of these topics for your paragraph at the end of this chapter.

how to register for classes at your school

how to meet people in a new place

how to get the job of your dreams

how to prepare for a job interview

how to live on a tight budget

how to make ceviche, sushi, satay, egg rolls, dulce de leche, or any dish popular in your culture

how to make a piñata, a confetti egg, a decorated egg, a May basket, a paper flower, or any craft item

how to change the oil in a car, change a flat tire, build a kite, catch a fish or a crab, or any other skill

<sup>1</sup>**fetch:** go after an object such as a stick or ball and bring it back

<sup>2</sup>**Frisbee:** piece of plastic shaped like a plate that you throw to someone else as a game

## Time Order

In a process paragraph, you arrange the steps in order by time and use time order signals to guide your reader from step to step.

You are already familiar with time order signals from Chapter 2. Here are others:

### Time Order Signals

Sentence Connectors	Others
1. First, (Second, etc.) Then (no comma) Now (no comma) Next, Finally, After that, Meanwhile,	2. The first step . . . (no comma) The next step . . . (no comma) The final step . . . (no comma) 3. After five minutes, 4. After you take the pizza out of the oven,
1. <b>First</b> , preheat the oven to 500 degrees Fahrenheit. <b>Then</b> prepare the pizza sauce. 2. <b>The next step</b> is to mix the pizza dough. 3. <b>After five minutes</b> , check the pizza. 4. <b>After you take the pizza out of the oven</b> , cut it into 8 pieces.	

Notice that you can also use time clauses to show time order, as in example 4 above. Learn about time clauses in the Sentence Structure section on pages 99–104 of this chapter.

### PRACTICE 2

#### Time Order Signals

- A. Turn back to the model on page 95. Draw a circle around all the time order signals you find.
- B. Complete the paragraph with the time order signals and add commas if necessary: Use each signal once. Use these time order signals: *Finally*, *The third step*, *To sum up*, *Second*, *The first step*.

### Choosing Classes

Choosing the right classes each semester can be stressful, but you can reduce your stress by following these steps. (1) \_\_\_\_\_ is to become familiar with the graduation requirements for your major. Do not depend on others to give you correct information. Instead, study the pages in the college bulletin<sup>3</sup> dealing with your major and memorize the requirements.

(2) \_\_\_\_\_ plan, plan, plan. Write out a program for each

(continued on next page)

<sup>3</sup>college bulletin: publication that contains important information for students

semester to make sure you have all the courses you need for graduation. Be aware that some classes have prerequisites — classes you must pass before you can register for them. (3) \_\_\_\_\_ is to talk with as many older students as you can. Ask them which courses are good and which ones are not. Don't waste your time and money on bad classes. (4) \_\_\_\_\_ register each semester as soon as you can. Waiting even an hour may mean that the classes you want or need are filled. (5) \_\_\_\_\_ plan ahead to avoid missing any required classes, to avoid bad classes, and to graduate on time.

- C. The following sets of sentences are not in correct time order. Number the sentences (1, 2, 3, and so on) in the correct order.

1. **How to Make Ice Cream in a Bag**

- |   |   |  |
|---|---|--|
| 6 | 4 | Seal the gallon bag securely.  |
| 8 | 8 | Open the bags, grab a spoon, and enjoy your ice cream!   |
| 7 | 5 | Gently rock the gallon bag from side to side for ten to fifteen minutes or until the contents of the quart bag have turned into ice cream.                                 |
| 2 | 2 | Put $\frac{1}{2}$ cup of heavy cream, $\frac{1}{2}$ cup of milk, $\frac{1}{4}$ cup of sugar, and $\frac{1}{4}$ teaspoon of vanilla into a quart-size sealable plastic bag. |
|   | 6 | Close the quart-size bag and seal it tightly.  |
|   | 3 | Put 2 cups of ice and $\frac{1}{2}$ to $\frac{3}{4}$ cup of salt into a gallon-size sealable plastic bag.  |
|   | 1 | Surprise your friends on your next camping trip by making ice cream in a plastic bag.  |
|   | 7 | Place the sealed quart bag inside the gallon bag of ice and salt.  |

2. **How to Find a Book in the Library**

- |   |   |  |
|---|---|--|
| 2 | 2 | Find the computers that contain the library's catalogs.  |
| 7 | 7 | Locate the books on the library shelves by their call numbers.   |
| 9 | 8 | Be prepared to show your library card at the checkout desk.  |
| 1 | 1 | In the age of computers, finding a book in a library has become very easy.   |
| 3 | 3 | In the book catalog, type the topic you are seeking information about in the space labeled "Subject."                                |
| 4 | 4 | There are two catalogs: one for books and one for periodicals (magazines, newspapers, and so on).                                    |
| 5 | 5 | Write down the title and call number of each book that you want.   |
| 6 | 6 | Scroll through the entries for the books that are displayed on the computer screen, and determine which ones seem the most relevant. |
| 8 | 9 | Take the books to the checkout desk.   |



**Try It Out!**

Write each group of sentences from the preceding exercise as a paragraph. Make your paragraphs flow smoothly by adding time order signal words or phrases at the beginning of some of the sentences.

**Sentence Structure****MODEL*****Clauses and Complex Sentences*****How to Give the Cat a Pill**

<sup>1</sup>Giving a pill to a cat is a process that requires creativity and determination.<sup>1</sup> <sup>2</sup>The first step is to pick the cat up and hold it in your left arm like a baby. <sup>3</sup>With your left thumb and forefinger,<sup>2</sup> gently squeeze the cat's cheeks open. <sup>4</sup>As soon as the cat opens its mouth, put in the pill. <sup>5</sup>Allow the cat to close its mouth and swallow. <sup>6</sup>Next, retrieve<sup>3</sup> the pill from the floor and the cat from behind the sofa. <sup>7</sup>The second step is to repeat the first step. <sup>8</sup>This time, however, hold the cat's mouth closed while you count to ten. <sup>9</sup>Then retrieve the pill from the goldfish bowl and the cat from behind the washing machine. <sup>10</sup>The third step is to call a neighbor for help. <sup>11</sup>When the neighbor arrives, ask him to hold the cat's body firmly between his knees and its head between his hands. <sup>12</sup>Then force open the cat's mouth with a wooden stick and push in the pill. <sup>13</sup>After that, retrieve the cat from the curtain rod, make a note to repair the curtains, and bandage your neighbor's hands. <sup>14</sup>Now get a new pill for a final attempt. <sup>15</sup>Tie the cat's four paws<sup>4</sup> together with strong rope, and tie the cat securely to the leg of the dining table. <sup>16</sup>After you put on heavy-duty gloves, hide the pill in a large piece of fish, push it into the cat's mouth, and pour in a quart of water to wash it all down. <sup>17</sup>On your way home from the emergency room (where the doctor sewed up your bleeding arm), order a new dining table and call the SPCA<sup>5</sup> to come get the cat.

<sup>1</sup>**determination:** trying to do something even though it is difficult

<sup>2</sup>**forefinger:** finger next to the thumb

<sup>3</sup>**retrieve:** find something and bring it back

<sup>4</sup>**paws:** feet of some animals, such as cats and dogs

<sup>5</sup>**SPCA:** Society for the Prevention of Cruelty to Animals, an organization that takes unwanted pets



**Questions on the Model**

1. Look at sentence 3. What is the verb? What kind of sentence is it—simple or compound? (*Note: This sentence is a command. In commands, we understand that the subject is *you*, but *you* is not expressed.*)
2. Find other simple sentences that are commands. How many can you find?
3. Look at sentence 8. How many SV combinations does it contain? What word connects them?

In previous chapters, you learned about simple sentences and compound sentences. In this chapter, you will study a third kind of sentence, called a *complex sentence*.

**Clauses**

First, let's learn about clauses. A **clause** is a group of words that contains at least one subject and one verb.

**CLAUSES**

Anna left the party early.  
... because she was tired

There are two kinds of clauses in English: independent and dependent. An **independent clause** can be a sentence by itself. *Independent clause* is another name for simple sentence.

**INDEPENDENT CLAUSES**

Anna left the party early.  
Hold the cat's mouth closed.

A **dependent clause**, in contrast, cannot be a sentence by itself because its meaning is not complete. A dependent clause "**depends**" on something else to complete its meaning.

**DEPENDENT CLAUSES**

... because she was tired  
... while you count to ten

**Complex Sentences**

A **complex sentence** is a combination of one independent clause and one (or more) dependent clause(s).

INDEP. CLAUSE
DEP. CLAUSE  
 Anna left the party early because she was tired.  
INDEP. CLAUSE
DEP. CLAUSE  
 Hold the cat's mouth closed while you count to ten.

Usually, the clauses can be in any order. However, the punctuation is different.

### Comma Rule

In a complex sentence, when the dependent clause comes first, separate the clauses with a comma. When the independent clause comes first, do not separate them.

Because she was tired, Anna left the party early.

Anna left the party early because she was tired.

A dependent clause always begins with a subordinating word, or **subordinator**. There are different kinds of subordinators. Time subordinators begin a clause that tells *when* something happens. Reason subordinators begin a clause that tells *why* something happens. Place subordinators begin a clause that tells *where* something happens or where something is located.

## Subordinators

Time Subordinators	
after	He goes to school <b>after</b> he finishes work.
as*	Several overcrowded buses passed <b>as</b> we were waiting.
as soon as	She felt better <b>as soon as</b> she took the medicine.
before	<b>Before</b> you apply to college, you have to take an entrance exam.
since	It has been a year <b>since</b> I left home.
until	We can't leave the room <b>until</b> everyone has finished the test.
when	<b>When</b> you start college, you sometimes have to take a placement test.
whenever	<b>Whenever</b> I don't sleep well, I feel sick the next day.
while	Several overcrowded buses passed <b>while</b> they were waiting.
Reason Subordinators	
because	Jack excels at sports <b>because</b> he trains hard.
since	<b>Since</b> she works out daily, Jill is in great condition.
as*	<b>As</b> they want to compete in a marathon, they run every day.
Place Subordinators	
where	I can never remember <b>where</b> I put my house keys.
wherever	A baby animal follows its mother <b>wherever</b> she goes.

\*Notice that *as* can be either a time subordinator or a reason subordinator.

**PRACTICE 3****Complex Sentences**

A. Find and underline three complex sentences with time clauses in the model paragraph “How to Give the Cat a Pill,” on page 99.

B. Identify the parts of the following complex sentence.

**Step 1** Underline independent clauses with a solid line and dependent clauses with a broken line.

**Step 2** Circle the subordinators.

**Step 3** Add a comma if necessary.

*Note:* Two sentences have two dependent clauses.

1. Whenever astronauts leave Earth's atmosphere, they experience weightlessness.
2. Astronauts often feel seasick when they first experience weightlessness.
3. Astronauts must exercise on special machines while they are orbiting Earth in their spacecraft.
4. When the first Russian cosmonauts exited their spacecraft they had to be carried because they could not walk.
5. The students were silent as the teacher handed out the test.
6. The students worked on the test problems until the teacher told them to stop.
7. As soon as the teacher told them to stop writing they put down their pencils.
8. After the teacher collected the tests she dismissed the class.
9. Before she left, she promised to post their scores<sup>1</sup> where students could view them.
10. Since noise can change the heart rate and increase blood pressure it is harmful to the body.
11. Loud noise is especially harmful as it damages the ear drums.
12. Rock musicians and construction workers can lose their hearing because they are exposed to loud noise over long periods of time.

C. Combine an independent clause from Column A with a dependent clause from Column B to make a complex sentence. Then write the sentences on a separate piece of paper in order as a paragraph. Punctuate each sentence correctly.

<sup>1</sup>post their scores: put a list of scores in a place where students can see them—on a bulletin board or on a web site, for example

In a book about animal morality, the author tells the following story.

- | A  | B  |
|--|--|
| 1. during World War II, a British soldier got caught in a tree | a. while he hung helplessly in the trees                           |
| 2. the monkey continued to bring him fruit                     | b. after he had parachuted into the jungles of Sumatra, Indonesia  |
| 3. the soldier finally succeeded in freeing himself            | c. after twelve days had passed                                    |
| 4. however, he still had a problem                             | d. because it seemed to understand the problem and to want to help |
| 5. a wild monkey brought him bananas and other fruit every day | e. as he had no way to contact his comrades                        |

- D. Write six complex sentences of your own. Use a different subordinator in each sentence. Write three sentences with the dependent clause first, and three sentences with the independent clause first.

### Try It Out!

Work with a partner on this exercise.

**Step 1** Combine the sentences in each group of sentences on the following page into one sentence. There is more than one way to combine some of them.

**Step 2** Then write the sentences on a separate piece of paper as a connected paragraph, starting with the first sentence.

#### How Much Can Animals Think and Feel?

- Scientists are discovering something.  
Animals can think.  
Animals can communicate their thoughts.  
(*Substitute the word that for something.*)  
Scientists are discovering that animals can think and communicate their thoughts.
- Gorillas are close relatives of humans.  
Chimpanzees are close relatives of humans.  
Scientists have worked with them to study animal intelligence.
- A young chimpanzee named Kanzi knows as much grammar as a two-and-a-half-year-old child.  
A gorilla named Koko uses sign language to communicate with her trainer.
- Most people believe something.  
Parrots can only imitate.  
They don't understand what they are saying.  
(*Substitute the word that for something.*)



(continued on next page)



5. However, a parrot named Alex talks.  
He seems to understand what he is saying.
6. He can answer questions about the color of a toy.  
He can answer questions about the shape of a toy.  
He can answer questions about the size of a toy.  
He can tell what it is made of.
7. Furthermore, Alex can also feel.  
Alex can communicate his feelings.
8. Alex made several mistakes in answering a question.  
He apologized.  
He turned away.  
He did this one day. (*Put this idea first.*)  
One day, when Alex . . .
9. Alex became sick.  
His trainer had to leave him overnight in an animal hospital.  
This happened another time. (*Put this idea first.*)
10. The hospital was a strange place.  
Alex didn't want to stay there alone.
11. The trainer was going out the door.  
Alex cried out, "Come here. I love you. I'm sorry. Wanna go back."
12. Dolphins also show emotion.  
They do this during training.
13. They are correct.  
They cry excitedly.  
They race back to their trainer.
14. They are wrong.  
They look sad.  
They act depressed.
15. These few examples show something.  
Even animals with small brains are smart.  
Even animals with small brains have feelings.  
(*Substitute the word that for something.*)

## Review

These are the important points covered in this chapter:

1. In a process paragraph, you explain how to do or make something.
  - Begin with a topic sentence that names the process and indicates a series of steps.
  - Organize the steps in order by time, and use time order signals and time clauses to guide your reader from step to step.
2. A clause is a group of words with a subject and a verb. There are two kinds of clauses: independent and dependent.
  - An independent clause can be a sentence by itself. An independent clause is another name for simple sentence.
  - A dependent clause begins with a subordinator and cannot be a sentence by itself.
3. There are subordinators that show time, reason, and place.
4. A complex sentence is one independent and at least one dependent clause.
5. The comma rule for complex sentences with time clauses is as follows:
  - When a dependent clause comes before an independent clause, separate the clauses with a comma.
  - When an independent clause comes before a dependent clause, do not separate them with a comma.

### Skill Sharpeners

The following exercises will help you review important skills you learned in prior chapters.

#### EXERCISE 1

##### Comma

Add commas to the following paragraph wherever they are necessary.

#### How to Make Scrambled Eggs

<sup>1</sup>Scrambled eggs are a quick and easy light meal. <sup>2</sup>You need two fresh eggs milk butter salt and pepper. <sup>3</sup>You also need a mixing bowl a tablespoon a fork and a frying pan. <sup>4</sup>First break the eggs into the bowl. <sup>5</sup>Then add about three tablespoons of milk the salt and the pepper. <sup>6</sup>Beat the mixture with a fork until it is well mixed. <sup>7</sup>Next melt a small piece of butter in the frying pan over low heat. <sup>8</sup>Pour the egg mixture into the pan and let it heat through. <sup>9</sup>Then turn up the heat slightly. <sup>10</sup>As the eggs cook push them around gently with the fork. <sup>11</sup>When the scrambled eggs are done to perfection they should be light and fluffy. <sup>12</sup>In just a few minutes you can sit down and enjoy your delicious meal.

**EXERCISE 2****Sentence  
Structure**

Find and correct five errors in sentence structure in the following paragraph. Look for fragments, comma splices, and run-ons.

**A Traditional Hindu Wedding**

<sup>1</sup>A traditional Hindu wedding lasts all day and well into the night. <sup>2</sup>On the day of the ceremony, one of the groom's brothers goes to the bride's home with gifts, these gifts seal the union of the two families. <sup>3</sup>Then the groom arrives at the bride's home with his family and his friends. <sup>4</sup>Dressed in rich<sup>1</sup> clothing and wearing a special headdress. <sup>5</sup>He usually arrives in a white car or on a white horse, but he sometimes rides a white elephant. <sup>6</sup>Then the wedding ceremony takes place. <sup>7</sup>During the ceremony, the couple sits around a sacred fire under a special canopy.<sup>2</sup> <sup>8</sup>A Hindu priest performs the ceremony by chanting special wedding prayers. <sup>9</sup>After that, the bride's dress is tied to the groom's scarf, and they walk around the fire seven times. <sup>10</sup>The groom makes seven promises. <sup>11</sup>To make his wife happy, to share his feelings with her, to share his possessions with her, to be faithful, to respect her family, and to make her a part of his life. <sup>12</sup>The seventh promise is to keep the other six promises! <sup>13</sup>The party begins after the ceremony. <sup>14</sup>Musicians provide entertainment then a feast of traditional Indian food is served. <sup>15</sup>During the party, the bride, the groom, and their guests play some traditional games. <sup>16</sup>The party may go on until midnight, everyone is pretty tired at the end.

**EXERCISE 3****Unity**

Cross out two sentences that break the unity of the paragraph.

**How to Eat an Artichoke**

<sup>1</sup>Artichokes are vegetables that look like green pinecones but taste delicious. <sup>2</sup>If you have never eaten one, you may not know how or where to start. <sup>3</sup>Lobster is another food that is difficult to eat. <sup>4</sup>Here's how to cook and eat an artichoke. <sup>5</sup>First, cut off the stem with a knife. <sup>6</sup>Then cut off the end of each leaf with scissors. <sup>7</sup>Steam the whole artichoke in a pot of water until it is soft. <sup>8</sup>To eat it, pull off one leaf at a time, hold the cut end, and dip the leaf into melted butter or mayonnaise. <sup>9</sup>Then put the dipped end into your mouth. <sup>10</sup>Pull the leaf through your teeth and scrape off the soft part. <sup>11</sup>Throw away the tough part. <sup>12</sup>Continue doing this until all of the leaves are gone. <sup>13</sup>Next, take a spoon, scrape out the

<sup>1</sup>rich: beautiful, expensive

<sup>2</sup>canopy: tent without walls

fuzzy part in the center, and throw it away. <sup>14</sup>A lobster also has parts that you don't eat. <sup>15</sup>The remaining part of the artichoke — the bottom — is the heart, which is the best part. <sup>16</sup>Cut the heart into pieces, dip each piece into the sauce, and enjoy the delicious taste.

## Writing Assignment *SWP*

Choose one of the topics from Practice 1 on page 96 and write a paragraph. Follow the steps in the writing process.

**Step 1** Prewrite to get ideas.

**Step 2** Organize the ideas. Put the steps into time order by making a list of the steps or by making an outline of the steps.

**Step 3** Write a rough draft. Write **ROUGH DRAFT** at the top of your paper.

- Use time order to organize your paragraph. Use time order word and clause signals and time clauses, and punctuate them correctly.
- Pay attention to your sentence structure. Write simple, compound, and complex sentences.

**Step 4** Polish the rough draft.

- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 6 on page 208. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
- Use Self-Editing Worksheet 6 on page 209 to check your second draft for grammar, punctuation, and sentence structure.

**Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.

### Alternative Writing Topics

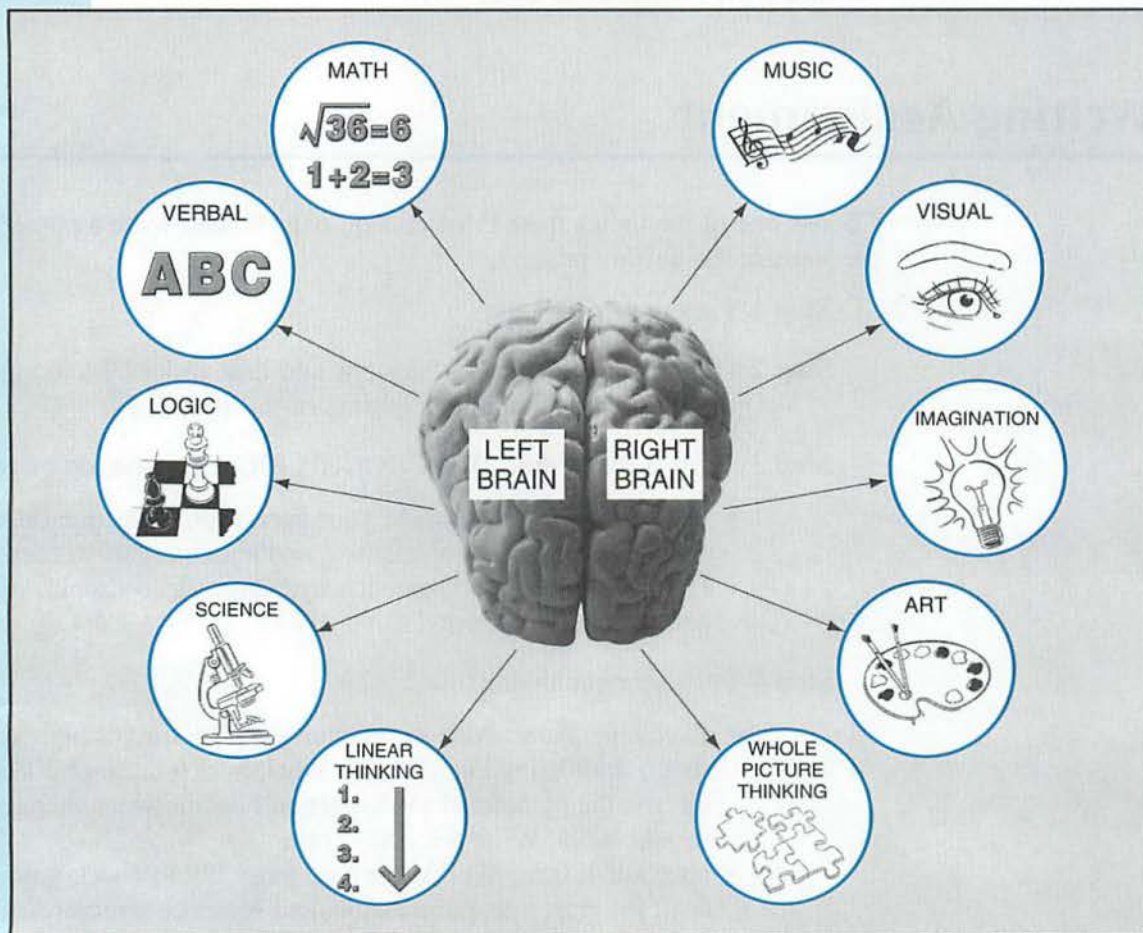
Try using humor to write about some of these topics!

how to find/choose a marriage partner  
how to propose (marriage)  
how to lose 10 pounds in two days  
how to grow a houseplant  
how to kill a houseplant

how to drive a teacher crazy  
describe a wedding or other important ceremony  
explain the steps in the educational system where you live



# Comparison/Contrast Paragraphs



## Organization

Block Organization

Point-by-Point Organization

## Sentence Structure

Comparison Signals

Contrast Signals

## Review

## Writing Assignment

## Organization

**Comparison and contrast** is a technique that we use every day. For example, we compare and contrast courses and teachers when we decide which classes to take. We compare and contrast products and prices when we shop. An employer compares and contrasts applicants for jobs, and a job applicant compares and contrasts job offers. In college classes, you will often have to compare and contrast. For example, in a history class, you might be asked to compare and contrast two historical figures or two events. In a literature class, you might have to compare two poems or two characters in a play. Knowing how to write comparison/contrast paragraphs is a very useful skill.

When we compare two (or more) things, we tell what is similar about them. When we contrast things, we tell what is different about them. Usually, the emphasis is on the differences, but sometimes a paragraph describes both similarities and differences. As you read the model paragraphs, decide which one emphasizes differences and which one describes both similarities and differences.

### MODELS

#### Comparison/ Contrast Paragraphs

#### Paragraph 1

##### Right Brain / Left Brain

<sup>1</sup>The left and right sides of your brain process information in different ways. <sup>2</sup>The left side is logical, rational, linear, and verbal. <sup>3</sup>The right side, on the other hand, processes information intuitively,<sup>1</sup> emotionally, creatively, and visually. <sup>4</sup>Left brains think in words, whereas right brains think in pictures. <sup>5</sup>People who depend more on the left side of their brain are list makers and analysts. <sup>6</sup>They are detailed, careful, and organized. <sup>7</sup>In contrast, right-brained people are visual, intuitive, and sensual. <sup>8</sup>When a left-brained person has to make an important decision, he or she makes a mental list of all the factors involved and arrives at a decision only after careful analysis. <sup>9</sup>When a right-brained person has to make the same decision, on the other hand, he or she is more likely to base it on intuition and feelings. <sup>10</sup>For example, a left-brained automobile shopper will consider a car's cost, fuel efficiency, and resale value, whereas a right-brained shopper bases a decision on how shiny the chrome is, how soft the seats are, and how smoothly the car drives. <sup>11</sup>Of course, no one is 100 percent left-brained or 100 percent right-brained. <sup>12</sup>Although one side may be stronger, both sides normally work together.

<sup>1</sup>intuitively: instinctively, without thinking



Read the following chart that the personnel manager for a medical laboratory prepared. In the chart, she summarized the qualifications of two applicants for a summer job as a receptionist in a medical laboratory. Then read the memo she wrote to her boss.

## Two Job Applicants

	Applicant JZ	Applicant SW
education	high school graduate; 2 years college; 3.4 GPA <sup>1</sup>	high school graduate; 2 years college; 3.5 GPA
work history	summer job as a file clerk in doctor's office (some patient contact); volunteer in retirement home	summer jobs—car wash, pizza delivery, hospital volunteer (library, gift shop, no patient contact)
interview	excellent—friendly, open; likes to be part of a team.	excellent—friendly, open; likes to work independently
references check	excellent recommendation from one past employer	excellent recommendations from all past employers
availability	June 1	June 1

### Paragraph 2

#### Miller Medical Labs Memorandum

To: Director of Human Resources

From: Barbara Johnson, Interviewer

<sup>1</sup>From the fourteen applications received for the job of receptionist, two applicants stand out. <sup>2</sup>Following is a summary of their qualifications. <sup>3</sup>Educationally, the two applicants are quite similar. <sup>4</sup>JZ has completed two years of college, just as SW has, and their grade point averages are approximately equal. <sup>5</sup>JZ's one past employer was very positive. <sup>6</sup>Similarly, SW's past employers gave very high recommendations. <sup>7</sup>Finally, both applicants can start work on the same date (June 1). <sup>8</sup>There are two differences between the job applicants that may influence the hiring decision. <sup>9</sup>The first difference is that JZ's job in a medical office included some contact with patients, whereas SW's volunteer work in the library and gift shop of a local hospital included no patient contact. <sup>10</sup>Second, JZ likes to be part

<sup>1</sup>GPA: Grade Point Average, the average of all grades; 4.0 is the highest GPA possible.

of a team, while SW prefers to work independently. <sup>11</sup>The hiring decision is difficult because both applicants are equally well qualified. <sup>12</sup>However, JZ would be the better choice for the receptionist job because of her experience with patient contact and preference for working with other staff. <sup>13</sup>If there is a future opening for a lab assistant, SW would be an excellent choice for that position.

#### Questions on the Models

1. Which paragraph discusses both similarities and differences?
2. Which paragraph discusses mostly differences?
3. What is the topic sentence of Paragraph 1?
4. What example does the writer give to illustrate the main point in Paragraph 1?
5. What is the topic sentence of Paragraph 2? (*Hint: It is not the first sentence.*)
6. How many similarities does the writer of Paragraph 2 describe? How many differences?

There are two ways to organize a **comparison/contrast** paragraph. One way is called block organization, and the other way is called point-by-point organization.

### Block Organization

In **block organization**, you group all the similarities together in one block and all the differences together in one block. Both model paragraphs use block organization.

all similarities

all differences

### Point-by-Point Organization

In **point-by-point organization**, you write about similarities and differences by subtopic. For example, if you are comparing and contrasting several wireless telephone plans, you might compare and contrast them on these subtopics:

cost of telephone  
(similarities and differences)

monthly rate  
(similarities and differences)

length of contract  
(similarities and differences)

reliability of service  
(similarities and differences)



If you have a lot to say about each subtopic, you may need to write a separate paragraph for each one.

The pattern of organization you choose depends on your topic. Also, whether you discuss more similarities or more differences (or both) depends on your topic.

A topic sentence for a comparison/contrast paragraph should name the topic and also indicate comparison/contrast organization.

The left and right sides of your brain process information in different ways.

When buying wireless telephone service, you should compare different plans on four points.

A concluding sentence for a comparison/contrast paragraph may repeat the main idea.

The hiring decision is difficult because both applicants are so similar.

A concluding sentence may also make a recommendation.

However, JX would be the better choice for the receptionist job because of her experience with patient contact and preference for working with other staff.

In my opinion, the TeleVox telephone is the best choice for our company.

### **Try It Out!**

Work with a partner or a small group. You are a travel agent, and a client has asked you to help her decide on a vacation destination. She wants to go during the summer, and she is considering Alaska and Hawaii. Both places are popular tourist destinations. You have gathered some information about the two places. You now need to organize this information and prepare a written report.

**Step 1** Study the list of information about Alaska and Hawaii. Clarify any unfamiliar vocabulary.

**Step 2** The information is not in any order. Organize the information by filling in the chart. Begin by assigning the items to one of the following main topics: accommodations, climate, or natural Beauty.

Then put the information in the appropriate boxes.

1. The quality of hotels in Alaska is quite good.
2. It often rains during the summer in Hawaii.
3. The temperature is perfect in Alaska during the summer.
4. Hawaii has Volcano National Park and Waimea Canyon.
5. Accommodations in Alaska vary from basic to luxury.
6. The beaches in Hawaii are among the most beautiful in the world.
7. The glaciers in Alaska are awesome.
8. There is a wide range of excellent hotels and condos in Hawaii, from luxury to budget priced.
9. Alaska has the Chugach Mountains and Mount McKinley, the highest mountain in North America.
10. It seldom rains during the summer in Alaska.
11. It can be hot and humid in Hawaii in the summer.
12. There is no humidity in Alaska.

Main Topics	Alaska	Hawaii
accommodations		
climate		
natural beauty	Chugach Mountains and Mount McKinley	

**Step 3** Decide which pattern of organization to use in your report: block or point-by-point.

**Step 4** Make an outline of your report.

**Step 5** Write your report.



## Sentence Structure

Just as there are signal words and phrases that help your reader understand time order, there are also words and phrases that help your reader understand similarities and differences. As you read the following model, see if you can find these comparison/contrast signals.

### MODEL

#### Comparison/ Contrast Signals



### Two Varieties of English

<sup>1</sup>Although U.S. English and British English are mutually understandable languages, there are quite a few differences. <sup>2</sup>One difference is spelling. <sup>3</sup>Some words are spelled one way in

the United States but *spelt* another way in Great Britain. <sup>4</sup>A person goes to a British *theatre* but to a U.S. theater. <sup>5</sup>In U.S. schools, students *theorize*, *analyze* and *socialize*, whereas British students *theorise*, *analyse*, and *socialise*. <sup>6</sup>A second area of difference is vocabulary. <sup>7</sup>For example, the word *college* names two very different types of schools in the United States and Great Britain — university level in the United States and pre-university level in Great Britain. <sup>8</sup>Also, British university students live in *halls* on campus and in *flats* off campus, but U.S. students live in dormitories on campus and in apartments off campus. <sup>9</sup>Finally, there are many differences in pronunciation. <sup>10</sup>In Great Britain, the sound of a in the words *path*, *laugh*, *aunt*, *plant*, and *dance* is like the a in *father*. <sup>11</sup>In the United States, in contrast, the a sound in the words is like the a in *cat*. <sup>12</sup>All in all, though there are differences between the English spoken in the United States and the English spoken in the British Isles, we understand each other most of the time!

#### Questions on the Model

1. Underline the topic sentence. Does it indicate that the paragraph will discuss mostly similarities or mostly differences? *mostly differences*
2. What comparison and contrast signals can you find? Circle them.
3. What other transition signals can you find? Put a box around them.
4. The model uses block organization. What pattern of organization does the writer use within the block? *Hint: Look at the boxed transition signals.*  
*logical division of ideas*

Contrast  
but  
yet  
while  
whereas  
although  
even though  
though

## Comparison Signals

Following is a chart of the words and phrases that show similarities. (*Note: The numbers correspond to the numbered examples below the chart.*)

Sentence Connectors	Coordinating Conjunctions	Subordinating Conjunctions	Others	Paired Conjunctions
1. similarly likewise  1a. also  1b. too	2. and . . . (too)	3. as just as	4. similar equal the same  4a. similar to equal to (just) like the same as  4b. equally	5. both . . . and not only . . . but also

1. Sentence connectors can appear in various places in a sentence. (*See page 84 to review their use.*)

Tokyo is the financial heart of Japan. **Similarly/Likewise**, New York is the center of banking and finance in the United States.

- 1a. *Also* often appears in the middle or at the end of a sentence. Don't use *also* with a semicolon.

Tokyo is a major financial center. New York is a center of banking and finance **also**.

Tokyo is the financial heart of Japan. New York is **also** a center of banking and finance.

- 1b. and 2. *Too* usually comes at the end of a sentence. It often appears together with the coordinating conjunction *and*. Some writers put a comma before *too* at the end of a sentence, but it is not required.

Tokyo is a center of style and fashion; New York is, **too**.

Tokyo is a center of style and fashion, **and** New York is **too**.

3. *As* is a subordinating word. It begins a dependent clause. The word *just* makes it stronger. Notice that you use a comma even when the independent clause comes first. This is an exception to the usual rule.

Tokyo is trendy and hip, **as/just as** New York is.

4. These words act like adjectives; that is, they describe nouns.

Tokyo's and New York's traffic problems are **similar/equal/the same**.

Tokyo and New York have **similar/equal/the same** traffic problems.

- 4a. These words act like prepositions. They come in front of nouns.

Tokyo's traffic is **similar to/(just) like/the same as** New York's.

**Like** New York, Tokyo has traffic problems.



- 4b. *Equally* is an adverb. It describes an adjective (*crowded*). An adverb can also describe a verb or another adverb.

Tokyo and New York City are **equally** crowded.

5. Paired conjunctions are always used together. Notice that the word that comes after the second conjunction must be the same part of speech (noun, verb, prepositional phrase, etc.) as the word that comes after the first conjunction. This is an important rule in English and is called the rule of **parallelism**.

The two cities are **both** trendy **and** hip.

The two cities are **not only** trendy **but also** hip.

RIGHT

The two cities are both **trendy** (*adjective*) and **hip**. (*adjective*)

WRONG

The two cities are both **noisy** (*adjective*) and **have too many people**. (*verb phrase*)

Both **New York City** and **Tokyo** have outstanding international restaurants. (*nouns*)

Tokyoites and New Yorkers can both **eat** and **drink** in any kind of restaurant. (*verbs*)

The two cities have both **positive** and **negative** features. (*adjectives*)

Not only **Tokyoites** but also **New Yorkers** dress fashionably. (*nouns*)

You can see joggers not only **in Central Park** but also **in Hibuya Park**. (*prepositional phrases*)

## PRACTICE 1

### Comparison Signals

- A. Circle all the comparison signals in the model paragraph “Miller Medical Labs Memorandum” on page 110.  
*Similar, just as, equal, similar, the same (does), equal*
- B. Complete the following sentences. Be sure to follow the rule of parallelism.
- Both in Tokyo and in New York City the art museums display many famous masterpieces.
  - Both overcrowded subways and congested streets are problems in Tokyo and New York City.
  - You can buy designer clothes not only in boutiques but also in department stores.
  - New Yorkers and Tokyoites can not only see a movie but can also eat out at any time.
  - In the summer, the weather in Tokyo and in New York is both hot and humid.
  - The Ginza and Fifth Avenue shopping districts have both fine jewelry stores and popular designer boutiques.

C. Combine the ideas in the two sentences, using the comparison structure word in parentheses. Punctuate your new sentences carefully.

1. Magazine and newspaper advertising information about new products to the public. Radio, television, and Internet ads tell the public what's new. (similarly)

Magazine and newspaper advertising information about a product to the public.

Similarly, radio, television, and Internet ads tell the public what's new.

2. Newspapers and magazines need advertising to pay their costs. Radio and television need advertising to pay their costs. (like)

Like newspapers & magazines, radio & tv need advertising to pay  
their costs.

3. The media<sup>1</sup> reach millions of people around the world. The Internet reaches people everywhere. (similarly)

The media reach millions of people around the world.  
Similarly, the Internet reaches people everywhere.

4. Most people read a daily newspaper. Most people listen to the radio or watch television every day. (just as)

just as most people read a daily newspaper, most people  
listen to the radio or watch tv every day.

5. Printed pictures are powerful advertising media. Video pictures are powerful advertising media. (equally)

Printed & video pictures are equally powerful advertising media.

D. Write sentences of comparison using the words and phrases given. In all sentences, you will have to supply a verb.

1. The Spanish language/the Italian language (similar to)

The Spanish language is similar to the Italian language.

2. Knowing a second language/useful/travel/employment (not only . . . but also)

knowing a second language is useful not only for travel  
but also for employment.

(continued on next page)

<sup>1</sup>the media: newspapers, magazines, radio, television, and so on. *Media* is a plural noun. The singular form is *medium*.

3. Male students/female students/school sports/participate in (like)

*Like male students, female students participate in school sports*

4. High school students going to college/high school students not going to college/graduation requirements. (the same . . . as)

*High school students going to college have the same graduation requirements as high school students not going to college*

5. Private/public universities/good education (both . . . and)

*You can get a good education at both private & public uni.*

## Contrast Signals

Contrast signals point out differences.

Sentence Connectors	Coordinating Conjunctions	Subordinating Conjunctions	Others
1. in contrast on the other hand however	2. but 2a. yet	3. while whereas 3a. although even though though	4. different(ly) from unlike 5. differ (from) (in)

1. Sentence connectors connect two independent clauses.

Most baby animals can walk within a few hours of birth.

**In contrast/On the other hand/However**, a human baby needs about 12 months to learn this skill.

2. Use *but* when the ideas are exact opposites.

The language center is on the left side of the brains of right-handed people, **but** it is on the right side of left-handed and ambidextrous<sup>1</sup> people.

- 2a. Use *yet* when one idea is a surprising or unexpected continuation of the other idea. It is also possible to use *but*.

The left side of the brain controls logic and reasoning, **yet** it also controls language.

<sup>1</sup>**ambidextrous**: able to use both hands equally

3. Use *while* and *whereas* when the ideas are exact opposites. *While* and *whereas* can begin either clause. Always use a comma even when the independent clause comes first. This is an exception to the usual rule.

I have brown eyes, **while/whereas** my brother's eyes are green.

**While/whereas** I have brown eyes, my brother's eyes are green.

- 3a. Use *although*, *even though*, or *though* when one idea is a surprising or unexpected continuation of the other idea. *Although*, *even though*, and *though* can sometimes (but not always) begin either clause.

My grandfather is the wisest man in our town **although/even though/though** he never finished high school.

**Although/even though/though** he never finished high school, my grandfather is the wisest man in our town.

4. *From* and *unlike* are both prepositions. Put a noun or noun phrase after them. *Differently* is an adverb. It describes the verbs *think* and *learn*.

The way left-brained people think and learn is **different from** the way right-brained people do.

**Unlike** left-brainers, right-brainers often know the answer to a math problem without knowing how they got it.

Left-brained people think and learn **differently from** the way right-brained people do.

5. *Differ* is a verb.

Left-brain and right-brain people **differ** in the way they think and learn.

## PRACTICE 2

### Contrast Signals

- A. Circle the words that show contrast in the model paragraph "Right Brain/Left Brain" on page 109.

- B. Write contrast sentences using the given information. Use a coordinating conjunction, a subordinating conjunction, and a sentence connector.

1. Mary likes to go out at night. Jin prefers quiet evenings at home.

a. Mary likes to go out at night, but Jin prefers quiet evenings at home.

b. Mary likes to go out at night, whereas Jin prefers quiet evenings at home.

c. Mary likes to go out at night. However, Jin prefers quiet evenings at home.

2. Fresh fruits and vegetables taste delicious. Canned ones are tasteless.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

(continued on next page)



3. Eating well and exercising will keep you in good health. Exercising by itself will not.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

4. A university has a graduate school. A college usually does not.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

5. Marco will go to college on a full scholarship. Peter will have to work part time.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

6. Medical care is free in Canada. People must pay for it in the United States.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**C.** Complete the sentences of comparison or contrast with the signal words and phrases in parentheses.

1. (but) In the United States, people drive on the right side of a road,

but in other countries, they drive on the left.

2. (yet) Professor Rand's first exam was easy \_\_\_\_\_

\_\_\_\_\_

3. (although) Texting is a popular new way to communicate \_\_\_\_\_

\_\_\_\_\_

4. (whereas) \_\_\_\_\_

\_\_\_\_\_ my grandparents do not know how to turn a computer on.

5. (different from) The method of cooking rice in China \_\_\_\_\_

\_\_\_\_\_

## Review

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These are the important points covered in this chapter:

1. A comparison/contrast paragraph explains what is similar and/or different about two (or more) things.
2. In block organization, you discuss all the similarities together and all the differences together.
3. In point-by-point organization, you discuss subtopics in any order.
4. The topic sentence should name the topic and also indicate comparison and contrast organization. The concluding sentence can repeat the main idea and make a recommendation.
5. Use comparison and contrast signals to show similarities and differences.

### Skill Sharpeners

The following exercises will help you review important skills you learned in prior chapters.

#### EXERCISE 1

##### Outlining

Practice your outlining skills. On a separate piece of paper, make a detailed outline of the model paragraph “Two Varieties of English” on page 114.

#### EXERCISE 2

##### Summary Writing

Practice your summarizing skills. On a separate piece of paper, write a summary of each of the three model paragraphs in this chapter. Remember that a summary includes only the main points and none of the details. Try to summarize the models “Right Brain/Left Brain” on page 109 and “Miller Medical Labs Memorandum” on page 110 in five or fewer sentences. Try to summarize the model “Two Varieties of English” on page 114 in two sentences.

## Writing Assignment

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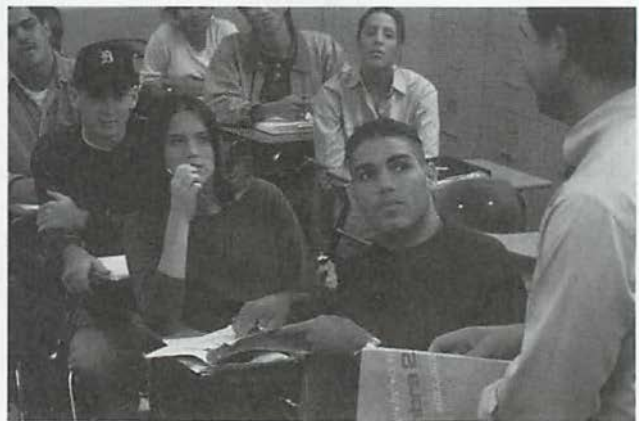
Write a paragraph comparing and contrasting two school systems.

Follow these five steps:

- Step 1** Interview someone who is not from your culture or country about elementary and/or secondary educational systems. Choose *one* subtopic (“time spent in school” *or* “curriculum”<sup>1</sup> *or* “teachers and teaching styles” *or* “other”) and fill in the appropriate section of the chart. Then write a paragraph telling about the similarities and differences you discovered.
- Step 2** Organize the ideas by making an outline.
- Decide whether to organize your topic in a block pattern or in a point-by-point pattern.
  - Write a topic sentence that indicates a comparison/contrast type of paragraph.
- Step 3** Write the rough draft. Write **ROUGH DRAFT** at the top of your paper.
- Focus on using comparison and contrast signals appropriately.
- Step 4** Polish the rough draft.
- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 7 on page 210. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
  - Use Self-Editing Worksheet 7 on page 211 to check your second draft for grammar, punctuation, and sentence structure.
- Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.

**Caution!**

Limit your paragraph to one subtopic; otherwise, your paragraph will not have unity.



<sup>1</sup>curriculum: courses of study

**Systems of Education****My Country:** \_\_\_\_\_**Other Country:** \_\_\_\_\_

Subtopic 1	Time Spent in School	
How many years are students required to attend school?		
How are these years divided?		
How many hours per day are students at school? How many days per week?		
How many weeks of vacation are there? When are the vacations?		
Subtopic 2	Curriculum	
What academic subjects do students study in elementary school? In high school? What nonacademic subjects do they take (music, art, etc.)?		
How many hours of homework do students have each night or each week?		
Is there a different teacher for each subject?		
Do students have to take exams to pass into the next grade? When do they take exams?		

*(continued on next page)*



**Systems of Education** (continued)

Subtopic 3			Teachers and Teaching Styles		
Are the teachers mostly men or women?					
What kind of training do teachers have?					
Is the classroom atmosphere formal or informal? Do students stand up when teachers enter the room? How do students behave? Do students sit at desks or at tables? How are they arranged in the room?					
How do teachers grade students? How do teachers reward or punish students?					
Do students discuss and ask questions, or do they just listen and answer questions asked by the teacher?					
Subtopic 4			Other		
Do students wear uniforms?					
What extracurricular activities are there at school (clubs, sports teams, school plays, etc.)?					
Are parents active in the schools? How do parents participate?					
(Ask some questions of your own.)					

**Alternative Writing Topics**

Compare or contrast two cultures on these topics:

meals and meal times  
foods eaten for breakfast  
driving habits

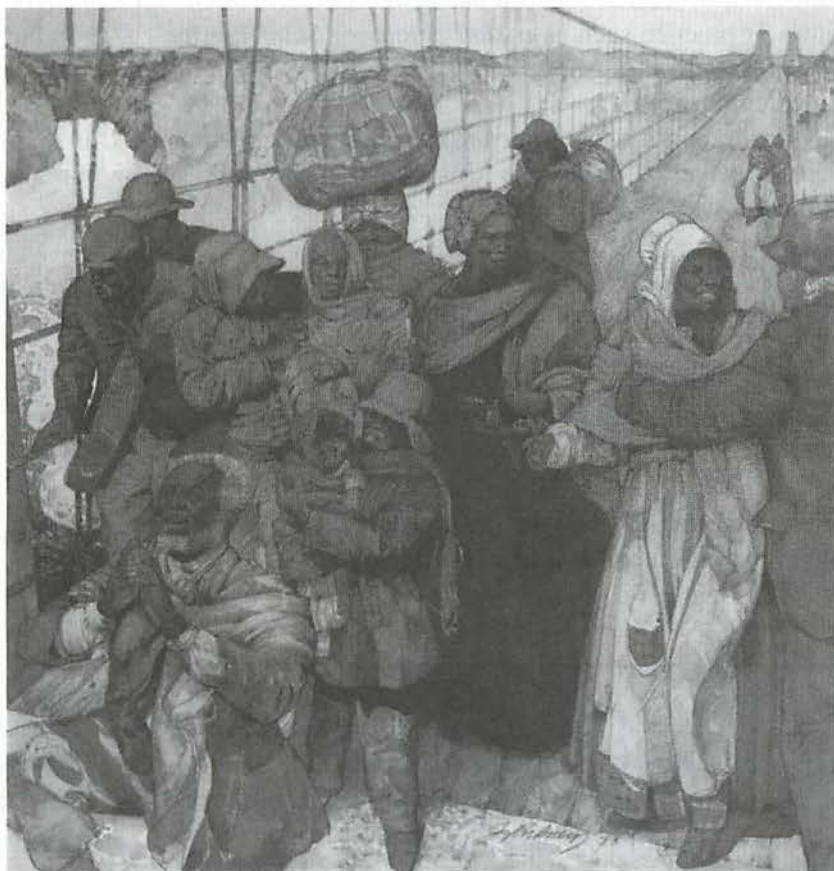
parents' roles  
ways of raising children  
courtship customs

Other topic suggestions:

climate in two regions  
homes in two regions  
two restaurants in your area  
morning people/night people

punctual people/tardy people  
neat people/messy people  
shopping habits of men and women  
dogs and cats as pets

# Definition Paragraphs



## Organization

### Sentence Structure

Appositives

Adjective Clauses

Complex Sentences with Adjective Clauses

Subject Pronouns: *who*, *which*, and *that*

Object Pronouns: *whom*, *which*, *that*, and  $\emptyset$  (no pronoun)

Clauses with *when*

## Review

## Writing Assignment

## Organization

People who are interested in your culture may ask you to explain a word that they have heard but do not understand, such as Spanish *machismo* or German *Gemütlichkeit*, or an interesting custom or practice such as *casual Friday* or *Saint Patrick's Day* in the United States, *O-bon* festivals in Japan, *holi* festivals in India, or *quinceañera* parties in Spanish-influenced cultures.

Tests of general writing ability sometimes ask you to define abstract<sup>1</sup> terms such as *love*, *friendship*, *courage*, or *happiness*. Tests in college classes may contain questions such as these:

LAW ENFORCEMENT

What are Miranda rights?

LANDSCAPE DESIGN

What are organic soil amendments, and how do they improve soil?

U.S. HISTORY

What was the Underground Railroad?

HEALTH SCIENCES

What is the Rh factor, and why is it important to pregnant women and their babies?

These kinds of questions ask you to define or explain something; for our purposes, we will simply call them *definition paragraphs*.

### MODELS

#### Definition Paragraphs

#### Paragraph 1

#### The Underground Railroad<sup>2</sup>

<sup>1</sup>The Underground Railroad was a secret system that helped slaves escape from slavery in the United States during the mid-1800s. <sup>2</sup>It was not a real railroad; rather, it was a loosely organized chain of people and safe houses<sup>3</sup> that stretched from the slave states of the South to the free states of the North and Canada. <sup>3</sup>The escapees traveled mostly on foot at night and hid during the day. <sup>4</sup>Free blacks and some whites helped the escapees, giving them food, clothing, places to hide, and directions to the next safe house. <sup>5</sup>Indeed, the Underground Railroad was a remarkable system that helped thousands of slaves find safety and freedom.

<sup>1</sup>**abstract:** cannot be touched or seen; exists only in a person's mind

<sup>2</sup>The picture on page 125 shows slaves escaping to freedom on the Underground Railroad.

<sup>3</sup>**safe houses:** houses where people can hide when their enemies are looking for them



## Paragraph 2

## Courage

<sup>1</sup>Courage is the quality of being brave when you are facing something that is dangerous or that you fear. <sup>2</sup>For example, a soldier who goes into battle shows courage. <sup>3</sup>A paramedic<sup>4</sup> who crawls into a collapsed building to help an injured person also shows courage. <sup>4</sup>However, you don't have to be a soldier or a paramedic to be courageous. <sup>5</sup>You can display courage in everyday situations, too. <sup>6</sup>For instance, a shy person who is afraid of speaking in public shows courage when he or she gives a speech at school or at work. <sup>7</sup>A teenager who resists peer pressure to smoke, drink, or try drugs shows courage. <sup>8</sup>To give another example, my friend Angela, who is terrified of flying, recently took her first airplane flight. <sup>9</sup>As she walked onto the plane, she was trembling with fear, but she didn't give in to her fright. <sup>10</sup>To me, Angela entering that airplane was as brave as a soldier entering battle.

## Questions on the Models

1. In each model paragraph, identify the three parts of the topic sentence: topic, category or group, distinguishing characteristics. (Read the information and chart below first.)
2. Which paragraph uses examples in the supporting sentences?
3. Which paragraph uses facts to answer *who*, *what*, *where*, *why*, *when*, and *how* questions?

One way to write the topic sentence of a definition paragraph is to give three pieces of information:

1. The word or thing you will define or explain (the topic)
2. The large category or group to which the word or thing belongs
3. The distinguishing characteristics that make it different from other members of the category

Term/Person/Concept	Category or Group	Distinguishing Characteristics
The Underground Railroad was . . .	a secret system . . .	that helped slaves escape from the South to freedom in the North during the mid-1800s.
Courage is . . .	the quality . . .	of being brave when you are facing something that is dangerous or that you fear.
Casual Friday refers to . . .	the custom . . .	of office workers wearing casual clothes to work on Fridays.

<sup>4</sup>paramedic: a person who is trained to give emergency medical help



In the supporting sentences, add details that explain the topic more completely. The supporting sentences may give additional facts telling *who*, *what*, *where*, *when*, *how*, or *why*, an explanation of a process, examples, or a description.

In the concluding sentence, you may tell why the topic is important, interesting, or unique.

**PRACTICE 1****Topic Sentences  
for Definition  
Paragraphs**

Complete each topic sentence for a definition paragraph with (1) a category or group and (2) distinguishing characteristics. Use a dictionary if necessary.

1. A dictator is a ruler who has all the power in a country.
2. An optimist is \_\_\_\_\_ who \_\_\_\_\_.
3. A good friend is \_\_\_\_\_ who \_\_\_\_\_.
4. An ideal spouse is \_\_\_\_\_ who \_\_\_\_\_.
5. Chess is \_\_\_\_\_ that \_\_\_\_\_.

**Try It Out!**

Choose four words of your own to define in topic sentences for definition paragraphs. *Note:* You may want to use one of these topics for your own paragraph at the end of the chapter.

Ask your classmates or your teacher if there is anything they want to know about your country or your culture. Think of words or things that someone outside your age group or your cultural group might not understand. Examples:

*ikebana* and *bonsai* (Japan)

*la passeggiata* (Italy)

*Día de los Muertos* and *Las Posadas* (Mexico)

Groundhog Day and Sadie Hawkins Day (United States)

*Stammtisch* (Germany)

*samovar* (Russia, other countries)

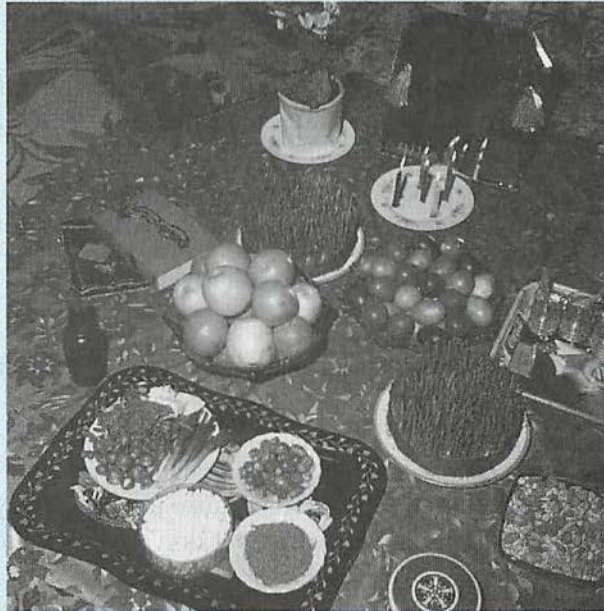
## Sentence Structure

In this section, you will learn to write appositives and adjective clauses. Appositives are nouns that rename other nouns, and adjective clauses are another kind of dependent clause. The ability to use appositives and adjective clauses is the mark of mature writing style.

As you read the model paragraph, look for sentences that contain the words *who*, *which*, and *that*. Underline the clauses that begin with these words.

**MODEL*****Appositives and  
Adjective Clauses*****Holidays with Pagan<sup>1</sup> Origins**

<sup>1</sup>Many cultures have holidays that have pagan origins. <sup>2</sup>*No Rooz*, Iranian New Year, which begins on the first day of spring, is one of these. <sup>3</sup>Iranians



celebrate the passing of the old year with bonfires and the entrance of the new year with special foods. <sup>4</sup>On a special table, they display seven foods with names that start with the letter *s* in Farsi, the language of Iran. <sup>5</sup>The seven foods represent life, health, wealth, abundance, love, patience, and purity.

<sup>6</sup>Other objects representing a good year are put on the

table: a mirror, candles, eggs, and a goldfish. <sup>7</sup>Another example of a holiday with pagan origins is Halloween, which is celebrated in the United States on October 31. <sup>8</sup>On Halloween night, children dress up in costumes and go from house to house to get candy. <sup>9</sup>The children dress up as witches, ghosts, black cats, princesses, cowboys, Spiderman, Wonder Woman, or a favorite animal. <sup>10</sup>People also carve frightening faces in pumpkins and put candles inside them at night.

<sup>11</sup>All these customs started hundreds of years ago in Ireland and England.

<sup>12</sup>There people celebrated the end of the farming season by lighting bonfires, large outdoor fires, to keep away bad spirits that might appear in the night.

<sup>13</sup>The ancient Irish and English people also dressed up as ghosts to frighten away bad spirits. <sup>14</sup>From these examples, we can see that many holidays are

not “holy<sup>2</sup> days” at all; rather, they developed from pagan celebrations.

<sup>1</sup>**pagan:** not religious

<sup>2</sup>**holy:** religious

## Appositives

**Appositives** are nouns or noun phrases that rename a preceding noun or noun phrase.

1. They set up a special table on which they display seven foods with names beginning with the letter *s* in Farsi, **the language of Iran**.
2. There people celebrated the end of the farming season by lighting bonfires, **large outdoor fires**, to keep away bad spirits who might appear in the night.

In sentence 1, *Farsi* and *the language of Iran* are the same thing. In sentence 2, *bonfires* and *large outdoor fires* are the same thing. *The language of Iran* and *large outdoor fires* are appositives.

Appositives are very useful in writing definitions because they give the reader more information about your topic concisely (without a lot of extra words).

Fudge, **a delicious chocolate candy**, was invented as a result of a cooking mistake.

Appositives can be necessary information or extra information.<sup>1</sup> Consider this sentence:

My friend **Tim** got married last week.

In this sentence, *Tim* is an appositive because *Tim* and *my friend* are the same person. *Tim* is a necessary appositive because it is necessary to identify which friend got married. If we omit the word *Tim*, we don't know which friend got married.

Now consider this sentence:

Tim, **my friend**, got married last week.

In this sentence, the appositive is *my friend*. It is extra information because the name *Tim* already identifies the person who got married. If we omit *my friend*, we still know who got married. The fact that he is the writer's friend is not necessary to identify him. It is merely extra information.

If there is only one of an item, it is unnecessary to identify it further, so appositives of one-of-a-kind items are always extra information. For example, Earth has only one moon, so any appositive of *the Moon* in a sentence would be extra information. Similarly, adjectives such as *tallest*, *strongest*, *oldest*, and *most interesting* automatically make the following noun one of a kind.

The Moon, **Earth's only natural satellite**, orbits Earth about once a month.

The highest mountain in North America, **Mount McKinley**, is in Alaska.

The appositive *Mount McKinley* is extra information because it follows *the highest*, and there can be only one "highest."

I have three sons. My son **Carlos** looks like me.

*Carlos* is necessary information because there are three sons, and the name *Carlos* is necessary to identify which son.

---

<sup>1</sup>**necessary information or extra information:** Most grammar books use the terms *restrictive* or *nonrestrictive*.



My youngest son, **Javier**, looks like his father.

The appositive *Javier* is extra information because there can be only one youngest son.

### Comma Rule

Use commas to separate an extra information appositive from the rest of the sentence. Do not use commas with necessary appositives.

## PRACTICE 2

### Commas with Appositives

A. Locate and underline as many appositives as you can find in the model paragraph on page 129. Explain the use of commas in each one.

B. Identify and punctuate appositives.

**Step 1** Underline the appositive in each of the following sentences.

**Step 2** Decide whether it is necessary or extra information, and write NI for *necessary information* or EI for *extra information* on the line.

**Step 3** Add commas around unnecessary appositives.

NI 1. The planet Pluto is more than 2.5 billion miles from Earth.

EI 2. Pluto, the most distant planet from Earth, is more than 2.5 billion miles away.

\_\_\_\_\_ 3. Venus the closest planet to Earth is only 25 million miles away.

\_\_\_\_\_ 4. The largest planet in the universe Jupiter is eleven times larger than Earth.

\_\_\_\_\_ 5. Astronomers scientists who study the stars discovered a tenth planet in our solar system in 2005.

\_\_\_\_\_ 6. The Moon is Earth's only natural satellite, but the planet Saturn has at least twenty-two satellites.

\_\_\_\_\_ 7. Since the first artificial satellite Sputnik 1 was launched by Russia in 1957, thousands of space probes, satellites, and telescopes have been sent into space.

\_\_\_\_\_ 8. Also, millions of pieces of space junk man-made garbage zoom around Earth at speeds of up to 25,000 miles per hour.

## Adjective Clauses

**Adjective clauses** are dependent clauses. They are called adjective clauses because, like adjectives, they modify nouns and pronouns. They begin with the words *who*, *whom*, *which*, and *that*, among others. These words are called *relative pronouns*, and adjective clauses are also called *relative clauses*. An adjective clause joined to an independent clause makes a complex sentence.



Because we use adjective clauses to give more information about a noun, they are very useful in writing definitions.

Propaganda is a form of communication **that tries to influence people's thinking and actions.**

Latino music, **which has many different styles and artists,** is becoming increasingly popular in the United States.

Sadie Hawkins' Day is a day **when women can invite men to dance or to go out on a date.**

Like appositives, adjective clauses can be necessary or extra information. Use the same comma rule.

### Comma Rule

Use commas to separate an extra information adjective clause from the rest of the sentence. Do not use commas with necessary adjective clauses.

#### NECESSARY

Every culture in the world has special days **that people observe with traditional food, customs, and events.**

In this sentence, the clause *that people observe with traditional food, customs, and events* is an adjective clause modifying the noun *days*. Since it is necessary to identify which days the writer is discussing, the clause is necessary and commas are not used. *That* always introduces a necessary clause.

#### EXTRA INFORMATION

Another example of a modern holiday with pagan origins is Halloween, **which is on October 31.**

In this sentence, the clause *which is on October 31* is an adjective clause modifying the noun *Halloween*. The clause is unnecessary to identify *Halloween*; it merely gives extra information about it. Therefore, commas are used. *Which*, *who*, and *whom* introduce extra information clauses.

### PRACTICE 3

#### Commas with Adjective Clauses

Identify and punctuate adjective clauses.

**Step 1** Underline the adjective clauses in the following sentences.

**Step 2** Draw an arrow to the noun each one modifies.

**Step 3** Decide whether each one is necessary information or extra information, and write NI or EI on the line.

**Step 4** Add commas if they are needed.

### Easter

- EI 1. Some of the customs of Easter, which is a Christian holiday, have pagan origins.
- \_\_\_\_\_ 2. Before Christianity existed, people in northern and central Europe worshipped a goddess whom they called Eostre.
- \_\_\_\_\_ 3. Eostre which means *east* was the goddess of spring.
- \_\_\_\_\_ 4. Every spring, people who worshipped her held a festival to give thanks for the return of the sun's warmth.
- \_\_\_\_\_ 5. They offered the goddess cakes that they baked for the festival.
- \_\_\_\_\_ 6. These cakes were very similar to hot cross buns which bakeries sell at Easter.
- \_\_\_\_\_ 7. Also, the custom of coloring eggs which families do at Easter came from ancient cultures.
- \_\_\_\_\_ 8. Even the popular Easter bunny who brings chocolate eggs and other candy to children on Easter Sunday has pagan roots.

### Complex Sentences with Adjective Clauses

We make sentences with adjective clauses by combining two sentences.

Easter is named for a pagan goddess. + Easter is a Christian holiday.

ADJECTIVE CLAUSE

Easter, **which is a Christian holiday**, is named for a pagan goddess.

The clause *which is a Christian holiday* is an adjective clause that modifies the noun *Easter*. The modified noun is called the **antecedent**.

Here are some important points about adjective clauses.

1. Place an adjective clause after its antecedent and as close to it as possible to avoid confusion.

CONFUSING

He left the car on the street that he had just bought. (*Did he buy a car or a street?*)

CLEAR

He left the car that he had just bought on the street.

2. When a relative pronoun is the subject of the adjective clause, make the verb in the clause agree with its antecedent.

ANTECEDENT

S

V

**A teacher who teaches** young children needs a lot of patience.

ANTECEDENT

S

V

**Teachers who teach** young children need a lot of patience.

3. Don't use double pronouns.

Last night we watched reruns of *Friends*, which ~~it~~ is my favorite TV show.

4. When you make an adjective clause, choose an appropriate relative pronoun.

**Subject Pronouns: *who*, *which*, and *that***

When a relative pronoun is the subject of an adjective clause, choose a subject pronoun: *who*, *which*, or *that*.

	People	Things
Extra Information	who	which
Necessary Information	who that (informal)	which that

- *Who* is used for people.
- *Which* is used for things.
- *That* is used for people and things. Using *that* for people is informal.
- Use *that* in necessary clauses only.

**Extra Information**

The Nobel Prizes are named for Alfred Nobel. + <sup>S</sup> **He** <sup>V</sup> was a citizen of Sweden.

The Nobel Prizes are named for Alfred Nobel, <sup>S</sup> **who** <sup>V</sup> was a citizen of Sweden.

April Fool’s Day is a day for playing tricks on your friends. + <sup>S</sup> **It** <sup>V</sup> is on April 1.

April Fool’s Day, <sup>S</sup> **which** <sup>V</sup> is on April 1, is a day for playing tricks on your friends.

**Necessary Information**

The student is from Thailand. + <sup>S</sup> **She** <sup>V</sup> got the best score on the last test.

The student <sup>S</sup> **who** <sup>V</sup> got the best score on the last test is from Thailand.

The student <sup>S</sup> **that** <sup>V</sup> got the best score on the last test is from Thailand.

Leap Day is a special day. + <sup>S</sup> **It** <sup>V</sup> happens only every four years.

Leap Day is a special day <sup>S</sup> **which** <sup>V</sup> happens only every four years.

Leap Day is a special day <sup>S</sup> **that** <sup>V</sup> happens only every four years.

**PRACTICE 4**

**Adjective Clauses  
with Subject  
Pronouns**

- A. Make an adjective clause from the sentence in parentheses in each of the following pairs. Write it on the line to make a complex sentence. Add commas if they are needed.
- Many religions have rules about food that were developed for health reasons.  
(The rules were developed for health reasons.)
  - Judaism \_\_\_\_\_  
has very strict rules about food. (Judaism is the oldest major religion in the world.)
  - Christians \_\_\_\_\_ do not eat certain foods  
during the six weeks before Easter. (Some Christians practice fasting.)

4. People \_\_\_\_\_ cannot eat beef. (People practice the Hindu religion.)
  5. Muslims and Jews cannot eat pork \_\_\_\_\_. (Pork is considered unclean.)
  6. Muslims cannot eat or drink at all in the daytime during Ramadan \_\_\_\_\_. (Ramadan is a holy month of fasting.)
- B. Combine the sentences in each of the following pairs by making one of them an adjective clause and joining it to the other sentence. Be careful to put the clause immediately after the noun it modifies. Add commas if they are needed.**
1. Three of the world's major religions were started by men. The men were teachers.  
Three of the world's major religions were started by men who were teachers.
  2. Gautama Siddhartha was born about 500 years before Jesus. Gautama Siddhartha started Buddhism.  
 \_\_\_\_\_
  3. Christianity was started by Jesus. Jesus was born about 500 years before Mohammed.  
 \_\_\_\_\_
  4. Mohammed founded Islam. Islam is the second largest religion in the world.  
 \_\_\_\_\_
  5. A religion is monotheistic. A religion has one God.  
 \_\_\_\_\_
  6. The Hindu and Shinto religions are polytheistic. The Hindu and Shinto religions have many gods.  
 \_\_\_\_\_

**Object Pronouns: *whom*, *which*, *that*, and Ø (no pronoun)**

When the relative pronoun is an object in an adjective clause, choose the object pronoun *whom*, *which*, or *that*, or use no pronoun.

	People	Things
Extra Information	whom	which
Necessary Information	whom that (informal) Ø	which that Ø



- *Whom* is used for people. Informally, *who* is used instead of *whom*.
- *Which* is used for things.
- *That* is used for people and things. Using *that* for people is informal.
- Use *that* in necessary clauses only.
- You may omit an object relative pronoun in necessary clauses only.
- Notice that an object pronoun is placed at the beginning of the adjective clause, before the subject.

### Extra Information

Professor Lee is my chemistry teacher. We saw <sup>S</sup> <sup>V</sup> <sup>O</sup> him at the supermarket.

Professor Lee, <sup>O</sup> <sup>S</sup> <sup>V</sup> whom we saw at the supermarket, is my chemistry teacher.

Boxing Day is unknown in the United States. <sup>S</sup> People in Canada, Great Britain, and many other English-speaking countries <sup>V</sup> celebrate <sup>O</sup> Boxing Day.

Boxing Day, <sup>O</sup> <sup>S</sup> <sup>V</sup> which people in Canada, Great Britain, and many other English-speaking countries celebrate, is unknown in the United States.

### Necessary

The person is my teacher. <sup>S</sup> <sup>V</sup> <sup>O</sup> We saw her at the supermarket.

The person <sup>O</sup> <sup>S</sup> <sup>V</sup> whom we saw at the supermarket is my chemistry teacher.

The person <sup>O</sup> <sup>S</sup> <sup>V</sup> that we saw at the supermarket is my chemistry teacher.

The person <sup>S</sup> <sup>V</sup> we saw at the supermarket is my chemistry teacher.

The film was long. <sup>S</sup> <sup>V</sup> <sup>O</sup> We saw it last week.

The film <sup>O</sup> <sup>S</sup> <sup>V</sup> which we saw last week was long.

The film <sup>O</sup> <sup>S</sup> <sup>V</sup> that we saw last week was long.

The film <sup>S</sup> <sup>V</sup> we saw last week was long.

*tells the story of my life*

## PRACTICE 5

### Adjective Clauses with Object Pronouns

- A. Make an adjective clause from the sentence in parentheses in each of the following pairs. Write it on the line to make a complex sentence. Add commas if they are needed.

1. People in Thailand have a festival \_\_\_\_\_

(They call the festival *Loy Krathong*, "Festival of the Floating Leaf Cups.")

2. The Thais float little boats \_\_\_\_\_

down a river in the evening. (They have made the little boats out of banana leaves, lotus, or paper.)

3. The boats \_\_\_\_\_  
 \_\_\_\_\_  
 float down the river in the moonlight. (They have decorated the boats with lighted candles, incense, coins, and flowers.)

**B.** Combine the sentences in each of the following pairs by making one of them an adjective clause and joining it to the other sentence. Be careful to put the clause immediately after the noun it modifies. Add commas if they are needed.

*Pongal* is a three-day festival that celebrates the rice harvest in southern India.

1. On the first day of *Pongal*, families gather in the kitchen and boil a pot of new rice. They cook the new rice in milk.  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Then they offer some of the sweet rice to the sun god. They thank the sun god for ripening the rice crop. (Use *whom*.)  
 \_\_\_\_\_  
 \_\_\_\_\_
3. The second day of *Pongal* is for the rain. They thank the rain for helping the rice to grow. (Use *which*.)  
 \_\_\_\_\_  
 \_\_\_\_\_
4. A traditional *Pongal* gift is a clay horse. They paint the horse in bright colors.  
 \_\_\_\_\_  
 \_\_\_\_\_
5. On the third day of *Pongal*, the farmers honor their cattle. They decorate the cattle with flowers and coins.  
 \_\_\_\_\_  
 \_\_\_\_\_

### Clauses with *when*

You can begin a clause with *when* to give more information about a time.

	Time
Extra Information	<b>when</b>
Necessary Information	<b>when</b>

- *When* replaces a prepositional phrase or the word *then*.
- *When* can begin both extra and necessary-information clauses.

Extra Information

A popular day with children is Halloween. They dress up in costumes and get candy from neighbors <sup>PREP. PHRASE</sup> on Halloween.

A popular day with children is Halloween, **when** they dress up in costumes and get candy from neighbors.

Necessary Information

Ramadan is a time. + Muslims fast then.

Ramadan is a time **when** Muslims fast.

PRACTICE 6

Clauses with When

Combine the sentences in each of the following pairs by making one of them a clause beginning with *when* and joining it to the other sentence. Be careful to put the clause immediately after the noun it modifies. Add commas if they are needed.

- Were you alive on July 20, 1969? The first human walked on the moon on that day.  
\_\_\_\_\_
- Every mother remembers the wonderful day. Her first child was born on that day.  
\_\_\_\_\_
- Tet* is a special time. Vietnamese people celebrate the lunar new year then.  
\_\_\_\_\_

The following chart summarizes important information about adjective clauses:

Review Chart: Adjective Clauses

To refer to people				
who	refers to people	subject in its own clause	necessary information OR extra information	<p>The student <b>who gave the best speech</b> won a prize.</p> <p>Kim Leong, <b>who gave the best speech</b>, won a prize.</p>
whom	refers to people	object in its own clause	necessary information OR extra information	<p>She loaned her car to someone <b>whom she did not know</b>.</p> <p>She loaned her car to Tom, <b>whom she has known for a long time</b>.</p>

To refer to animals and things				
<b>which</b>	refers to animals and things	subject or object in its own clause	extra information only	<p>She teaches biology, <b>which is my favorite subject</b>.</p> <p>Her husband teaches algebra, <b>which I enjoy the least</b>.</p>
<b>that</b>	refers to animals and things; informally, refers to people	subject or object in its own clause; if <i>that</i> is an object, it may be omitted	necessary information only	<p>The class <b>that meets in the next room</b> is very noisy.</p> <p>The subject <b>that I enjoy the least</b> is algebra.</p> <p>The subject <b>I enjoy the least</b> is algebra.</p> <p>The salesman <b>that sold me my car</b> was fired. (informal)</p>
To refer to time				
<b>when</b>	refers to a time		necessary information OR extra information	<p>I work full time on days <b>when I do not have classes</b>.</p> <p>I did not work at all last week, <b>when I had my final exams</b>.</p>

### PRACTICE 7

#### Adjective Clauses

- A. Write sentences with adjective clauses on your own. Define each of the following words with a sentence that contains an adjective clause. Use the words in parentheses to build your definition. Look up the words you don't know in a dictionary. All your sentences will be necessary.

1. fortune teller (a person) A fortune teller is a person who can see into the future.

2. coach (a person) \_\_\_\_\_

3. travel agents (people) \_\_\_\_\_

4. MP3 players (devices) \_\_\_\_\_

5. fork (a utensil) \_\_\_\_\_

6. chopsticks (utensils) \_\_\_\_\_

7. (day/time) \_\_\_\_\_

(Write in a special day or period of several days in your culture.)

(continued on next page)



- B. From the following list of English slang words and phrases, choose five and write definitions for them. Your definition should include at least one complex sentence containing an adjective clause. Look in a dictionary or ask a native English speaker if you need help.

blog	nutcase	slam dunk
airhead	potluck dinner	dot com
couch potato	sitting duck	tightwad
no-brainer	geek	emoticon

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

### Try It Out!

Combine the sentences in each group in any logical way to make one sentence. Your final sentence may be simple, compound, or complex. Look for opportunities to make adjective clauses. You may add words, delete words, or change words, but you must not omit any information or change the meaning. Write your final copy as a paragraph on a separate piece of paper.

#### The First Thanksgiving

1. An important family holiday in the United States is Thanksgiving. It celebrates the successful harvest of some of the first European settlers in North America.

An important holiday in the United States is Thanksgiving, which celebrates the successful harvest of some of the first European settlers in North America.



2. A modern Thanksgiving is similar in many ways to the first Thanksgiving. The first Thanksgiving took place almost four hundred years ago. It took place in the English colony of Massachusetts.

3. In 1620, the Pilgrims arrived in Plymouth, Massachusetts.  
The Pilgrims were a religious group from England.
4. The Pilgrims came to the New World.  
Their religion was different from the main religion in England.  
(Use *because*.)
5. The Pilgrims' first winter was very hard.  
Almost half the group died.
6. They died of hunger.  
They died of cold.  
They died of disease.
7. The Wampanoag helped them.  
The Wampanoag were a tribe of Native Americans in Massachusetts.  
They did this during the next year.  
(Put the time expression first.)
8. The Wampanoag taught the newcomers how to hunt.  
The Wampanoag taught the newcomers how to grow corn.  
The Wampanoag taught the newcomers how to survive in the New World.
9. The next winter came.  
The Pilgrims had enough food.
10. They were grateful.  
They had a feast to give thanks.
11. They shared food with the Wampanoag.  
They shared friendship with the Wampanoag.  
They invited the Wampanoag to the feast.  
(Use *whom*.)
12. A modern Thanksgiving is similar in spirit to the first Thanksgiving.  
The food is probably different.
13. Today Americans eat turkey.  
The Pilgrims and Wampanoag probably ate deer.

## Review

These are the important points covered in this chapter:

1. A definition paragraph explains the meaning and significance of something.  
The topic sentence of a definition paragraph gives three pieces of information: (1) the topic, (2) the large category or group, and (3) the distinguishing characteristics.

2. An appositive is a noun (or noun phrase) that renames another noun (or noun phrase). Appositives can be either necessary information (restrictive) or extra information (nonrestrictive). Extra-information appositives are separated from the rest of the sentence by commas.
3. An adjective clause is a dependent clause that modifies (tells more about) a noun or pronoun.
  - Adjective clauses follow the noun or pronoun they modify.
  - Adjective clauses begin with the words *who*, *whom*, *which*, and *that*, among others. These words are called relative pronouns.
  - Use *who*, *which*, and *that* when the relative pronoun is the subject of its clause.
  - Use *whom*, *which*, *that*, or no pronoun when the relative pronoun is an object in its clause.
  - Adjective clauses are either necessary information or extra information. Use commas around information clauses.

## Skill Sharpeners

The following exercises will help you review important skills you learned in prior chapters.

### EXERCISE I

#### Scrambled Definition Paragraph

- A. On a separate piece of paper, write the following sentences in the correct order to make a definition paragraph.
- B. Find and underline three adjective clauses and one appositive.

#### Walter Gropius

1. Another major contribution to the building industry was his promotion of designs that could be mass-produced.
2. In contrast to the ornately decorated stone structures of an earlier era, Gropius's steel and glass buildings had straight lines and no ornamentation.
3. Gropius was also known for his belief in the value of teamwork, and he worked together with other architects on many projects.
4. He was influential mainly when he was the director of Germany's Bauhaus school of design.
5. In sum, Gropius and his followers transformed cities from Toronto to Tokyo.
6. Walter Gropius was a German-born architect who designed simple "glass box" buildings and changed the look of cities worldwide.
7. At the Bauhaus, Gropius was a leader of the International Style of the 1920s, a style that greatly changed building design.

**EXERCISE 2***Unity*

Cross out one sentence that breaks the unity of the paragraph.

**Kimchi**

<sup>1</sup>Kimchi, or kimchee, is Korea's national dish. <sup>2</sup>It is made of fermented<sup>1</sup> vegetables. <sup>3</sup>There are many ways to make kimchi, but it usually contains Chinese cabbage, salt, garlic, red pepper, green onion, fish sauce, and ginger. <sup>4</sup>These ingredients are mixed together, put into a container, and allowed to ferment for three or four days. <sup>5</sup>Nutritionists say that kimchi is very good for you. <sup>6</sup>In fact, the U. S. magazine *Health* says it is one of the five healthiest foods because it has a lot of vitamins and because it helps digestion. <sup>7</sup>It may even prevent cancer.<sup>2</sup> <sup>8</sup>The other four healthy foods are yogurt, olive oil, lentils, and soy. <sup>9</sup>Kimchi is very spicy and has a very strong taste. <sup>10</sup>Most Westerners have to get used to the taste, but Koreans adore it. <sup>11</sup>They eat it with every meal, either alone or mixed with rice or noodles. <sup>12</sup>They also use it in soup, pancakes, and even as a pizza topping.

## Writing Assignment

Choose a word, custom, or holiday from your culture that is probably unfamiliar to an outsider. Write a paragraph to describe it and explain its meaning and/or significance. If you wish, you may use one of the topics from the Try It Out! on page 128.

**Step 1** Prewrite to get ideas.

**Step 2** Organize the ideas by making an outline.

**Step 3** Write the rough draft. Write **ROUGH DRAFT** at the top of your paper.

- Focus on using good paragraph structure, with a topic sentence, supporting sentences that develop (explain) the topic, and a concluding sentence.
- Try to use at least one appositive and one adjective clause in your paragraph.

<sup>1</sup>**fermented:** allowed to rest for a period of time until chemical changes happen, such as when the sugar in grapes changes into alcohol

<sup>2</sup>Raymond, Joan. "World's Healthiest Foods: Kimchi (Korea). *Health* March 2006. 21 May 2006. <http://www.health.com/health/article/0,23414,1149143,00.html>



**Step 4** Polish the rough draft.

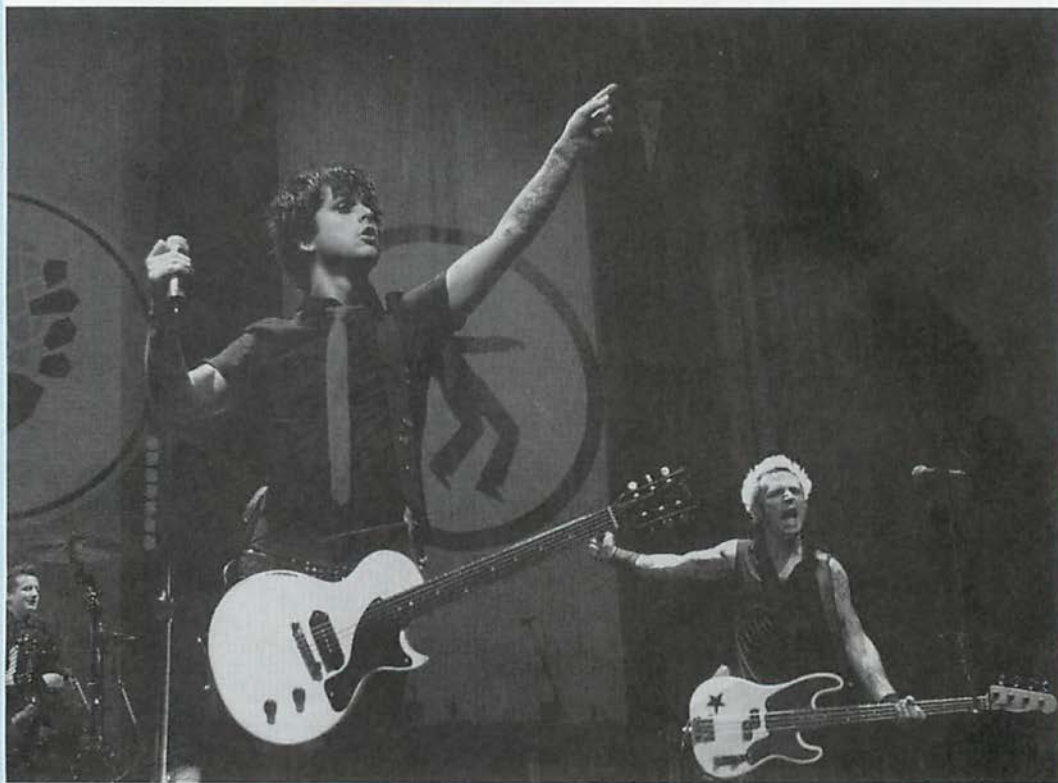
- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 8 on page 212. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
- Use Self-Editing Worksheet 8 on page 213 to check your second draft for grammar, punctuation, and sentence structure.

**Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.

# *The Essay*



# Essay Organization



## Organization

Three Parts of an Essay

The Introductory Paragraph

Body Paragraphs

The Concluding Paragraph

Transitions Between Paragraphs

Essay Outlining

## Planning an Essay

## Review

## Writing Assignment

## Summary Writing II

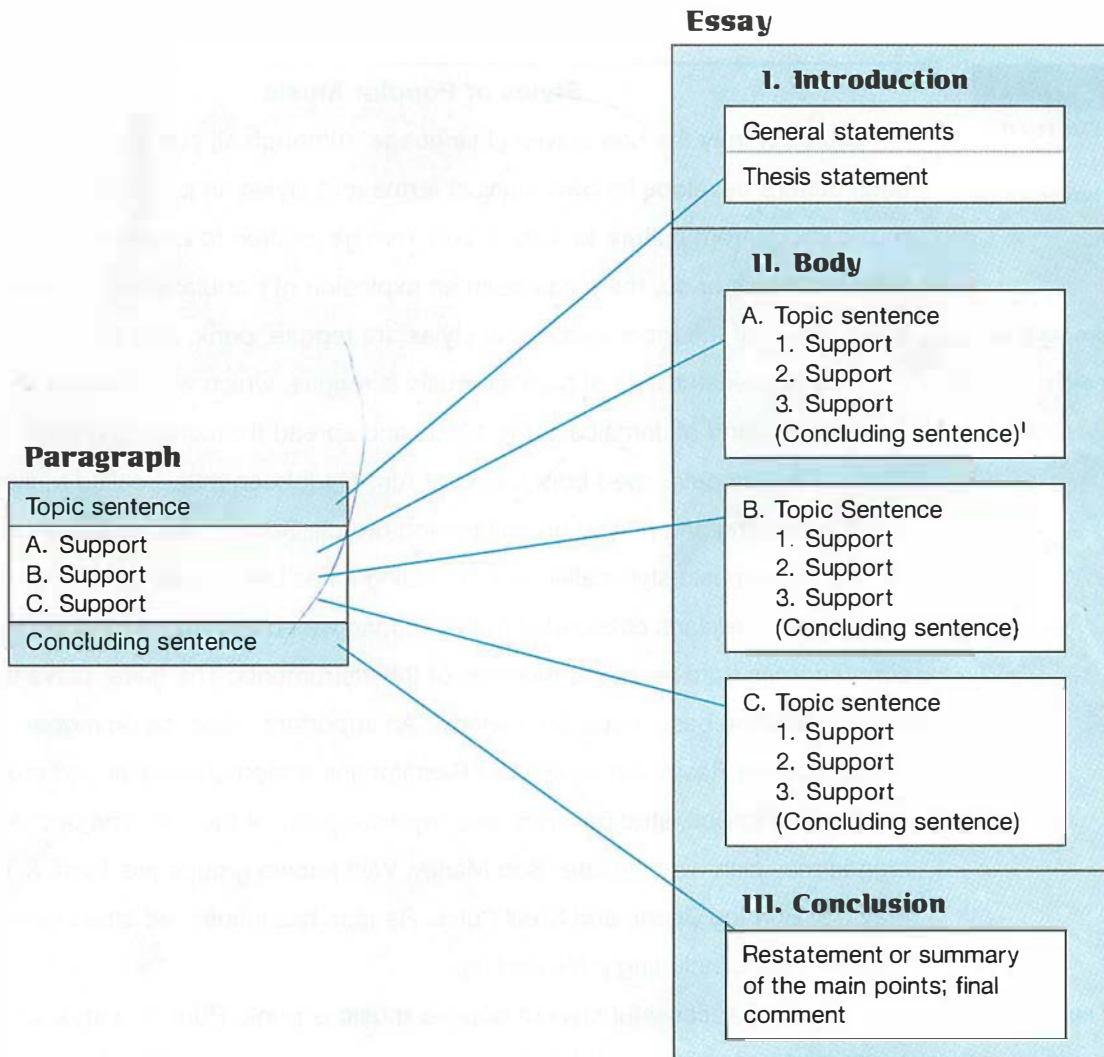


## Organization

By now, you know how to write a well-organized and well-developed paragraph. Writing an **essay** is no harder than writing a paragraph. An essay is just longer, so you have to plan it more carefully.

### Three Parts of an Essay

Study the diagram and notice how the three parts of a paragraph correspond to the three parts of an essay.



<sup>1</sup>Concluding sentences for body paragraphs in an essay are not always necessary, especially when the ideas in consecutive paragraphs are closely related.



An essay **introduction** stimulates the reader's interest and tells what the essay is about. The last sentence of an introduction is the **thesis statement**. Like the topic sentence of a paragraph, a thesis statement names the specific topic of the essay. The **body** consists of one or more paragraphs. Each paragraph develops a subdivision of the topic. The **conclusion**, like the concluding sentence in a paragraph, is a summary or review of the main points discussed in the body.

An essay has unity and coherence, just as a paragraph does. Transition signals link the paragraphs into a cohesive whole.

As you read the model essay, study its organization. Notice the transition signals at the beginning of the three body paragraphs; they tell you which pattern of organization this essay uses.

## MODEL

### Essay Structure

#### INTRODUCTION

#### THESIS STATEMENT

#### BODY PARAGRAPH 1

#### BODY PARAGRAPH 2

### Styles of Popular Music

Music is truly the one universal language. Although all cultures have music, each culture develops its own musical forms and styles. In particular, popular music varies from culture to culture and from generation to generation. In the past 100 years or so, there has been an explosion of popular music styles in the West. Three of the more successful styles are reggae, punk, and rap.

One successful style of popular music is reggae, which was born on the Caribbean island of Jamaica in the 1960s and spread throughout the world in the 1970s. Reggae developed from a kind of Afro-Caribbean music called *mento*, which was sung and played on guitars and drums. Some musicians changed mento into a music style called *ska* by adding a hesitation beat.<sup>1</sup> A few years later, other musicians changed ska, and reggae was born. Reggae's special sound comes from reversing the roles of the instruments: The guitar plays the rhythm, and the bass<sup>2</sup> plays the melody.<sup>3</sup> An important influence on reggae music was the Rastafarian cult.<sup>4</sup> The Rastafarians added unusual sound mixes, extra-slow tempos, strange lyrics, and mystical-political themes. The best-known reggae musician was the late<sup>5</sup> Bob Marley. Well-known groups are Toots & The Maytals, Burning Spear, and Steel Pulse. Reggae has influenced later styles of popular music, including punk and rap.

A second successful style of popular music is punk. Punk is a style of rock music that began in the mid-1970s as a reaction against previous forms of rock.

<sup>1</sup>**hesitation beat**: rhythm in which one beat comes later than expected

<sup>2</sup>**bass**: type of guitar that plays the lowest notes of all guitars

<sup>3</sup>**melody**: pattern of sound that makes up a song

<sup>4</sup>**cult**: religious group

<sup>5</sup>**the late** (+ person's name): no longer living; dead

Punks felt that rock music no longer represented the counterculture<sup>6</sup> from which it had sprung and had, in fact, sold out<sup>7</sup> to the mainstream culture. With their clothing and hairstyles, punks intended to shock society. The “punk look” included spike hairdos, theatrical makeup, ripped clothing, body piercings, and jewelry made from objects such as razor blades and safety pins. The onstage behavior of punks was aggressive and provocative.<sup>8</sup> At concerts, fighting and other violent behavior by the fans were common occurrences. Punk music itself is simple (often just three chords), and its songs are short (rarely more than three minutes long). Its songs are anti-government, anti-authority, and anti-conformity. The first bands to popularize punk were the Sex Pistols and Clash in Great Britain and the Ramones in the United States. As with all music styles, punk has evolved<sup>9</sup> into other styles. Groups such as the Dead Kennedys and Black Flag play hardcore punk, which is a faster and louder punk style. The band Fall Out Boy plays emo, a style in which the musicians become so emotional during a performance that they scream and cry. Pop punk, made popular by the group Green Day, is another new punk style.

### BODY PARAGRAPH 3

A third successful style of popular music is rap, which is also called *hip-hop*. Rap is a type of dance music in which the singers — rappers — speak in rhythm and rhyme rather than sing. The art of rapping originated in Africa and probably traveled to the United States via Jamaica, where it was known as *toasting*. In the United States, rap first appeared in the mid-1970s in the discos of New York City's black neighborhoods. Disco DJs<sup>10</sup> teamed up with rappers to play songs for dancers at parties. At first, the role of the rapper was to keep the beat<sup>11</sup> going with hand claps while the DJ changed records. Soon, rappers added lyrics,<sup>12</sup> slogans,<sup>13</sup> rhymes, and call-and-response exchanges with the audience, and rap was born. Early rap songs were mainly about dancing, partying, and the romantic adventures of the rappers, but politics became an important theme in rap in the late 1980s and 1990s. Most rappers are young black males, but there have been female rappers such as Queen Latifah and white rappers such as the Beastie Boys and Eminem.

<sup>6</sup>**counterculture:** culture, especially of young people, against the beliefs and values of the main culture

<sup>7</sup>**sold out:** went against one's beliefs and principles to gain power or money

<sup>8</sup>**provocative:** intended to make people angry or to cause a lot of discussion

<sup>9</sup>**evolved:** changed

<sup>10</sup>**DJs** (disc jockeys): people who play records, tapes, or CDs for dancers

<sup>11</sup>**beat:** rhythm

<sup>12</sup>**lyrics:** word to songs

<sup>13</sup>**slogans:** words or phrases used repeatedly, such as in advertising



**CONCLUSION**

To sum up, popular music changes constantly. New styles are born, grow, change, and produce offshoots,<sup>1</sup> which in turn grow, change, and produce offshoots. Some styles enjoy lasting popularity, but others disappear rather quickly. However, all contribute to the power and excitement of popular music in our time.

**Questions on the Model**

1. How many different successful styles of popular music are discussed in the model essay? What are they?
2. How many body paragraphs are there? What is the topic of each one? Underline the topic sentences.
3. Circle the transition words and phrases that introduce the body paragraphs.
4. What pattern of organization does the essay use: logical division of ideas, process (time) order, or comparison/contrast?
5. What information is given in the supporting sentences about each style of popular music? Name at least five kinds of information (Example: how it started).

Let's examine each part of the essay.

## **The Introductory Paragraph**

The **introductory paragraph**, or introduction, is the first paragraph of an essay. It has two functions: (1) It attracts the reader's interest, and (2) it introduces the topic of the essay.

There are several kinds of introductory paragraphs. In this book, you will learn to write a kind known as a "funnel" introduction.

A **funnel introduction** has two parts: several general statements and one thesis statement. The **general statements** give the reader background information about the topic of the essay. They should lead your reader gradually from a very general idea of your topic to a very specific idea. The first general statement in a funnel introduction just introduces the topic. Like the lens of a camera moving in for a close-up picture, each sentence that follows becomes more and more focused on a specific topic. The **thesis statement** is normally the last sentence in an introductory paragraph. It has three purposes:

1. It states the specific topic of the essay.
2. It may list the subtopics of the main topic.
3. It may also mention the method of organization.

Reread the introductory paragraph of the model essay "Styles of Popular Music." Notice how the sentences gradually move from the general topic of music to the specific topic, three successful styles of popular music.

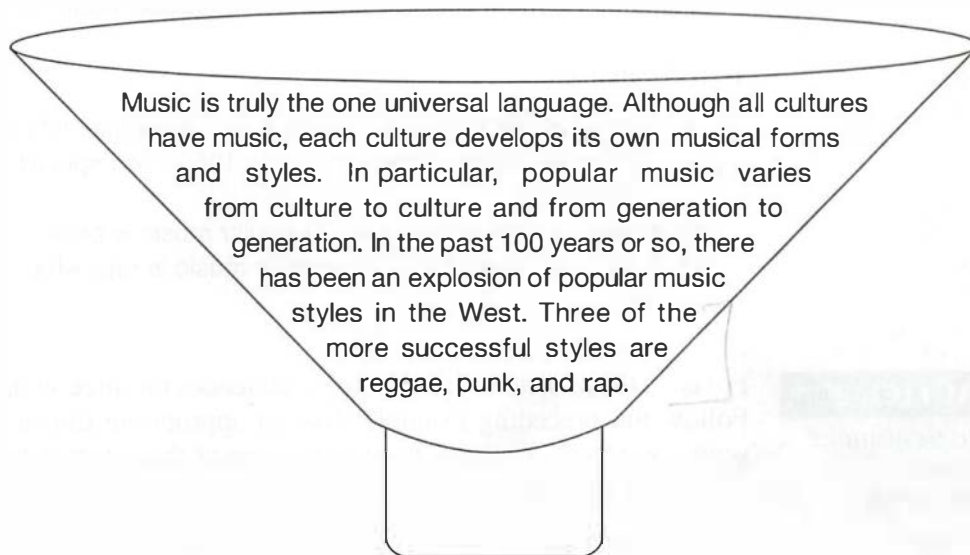
- The first sentence attracts the reader's interest with a short sentence; it also names the general topic (music).
- The second sentence says that each culture has its own kinds of music.

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<sup>1</sup>offshoots: branches

- The next two sentences narrow the general topic (music) to a more specific one (popular music) and mention that it has many styles.
- The final sentence, the thesis statement, specifically names the three styles to be discussed in the body paragraphs: reggae, punk, and rap.

This kind of introductory paragraph is called a *funnel introduction* because it resembles a funnel: wide at the top (beginning) and narrow at the bottom (end).



### PRACTICE 1

#### The Introductory Paragraph

In the following introductory paragraphs, the sentences are in scrambled order. On a separate piece of paper, rewrite them in the correct order. Begin with the most general statement. Then add each sentence in correct order, from the next most general to the least general. Write the thesis statement last.

1. (1) Therefore, workaholics' lifestyles can affect their families, social lives, and health. (2) Because they work so many hours, workaholics may not spend enough time in leisure activities. (3) Nowadays, many men and women work in law, accounting, real estate, and business. (4) These people are serious about becoming successful, so they work long hours during the week and even on weekends. (5) People who work long hours are called "workaholics."
2. (1) Therefore, anyone who wants to drive must carry a driver's license. (2) It is divided into four steps: studying the traffic laws, taking the written test, learning to drive, and taking the driving test. (3) Getting a driver's license is a complicated process. (4) Driving a car is a necessity in today's busy society, and it is also a special privilege.
3. (1) During this period, children separate themselves from their parents and become independent. (2) Teenagers express their separateness most vividly in their choice of clothes, hairstyles, music, and vocabulary. (3) The teenage years between childhood and adulthood are a period of growth and separation.

3 4 5 2 1

4 1 3 2

3 1 2



## Body Paragraphs

The body of an essay is made up of one or more paragraphs. Each **body paragraph** has a topic sentence and several supporting sentences. It may or may not have a concluding sentence. Each body paragraph supports the thesis statement.

Reread the three body paragraphs of the model essay. The topic sentence of each body paragraph introduces one style of popular music. The supporting sentences following each topic sentence give more information about each style.

Thesis statement:

Three of the more successful styles are reggae, punk, and rap.

Topic sentences:

- A. One successful style of popular music is reggae, which was born on the Caribbean island of Jamaica in the 1960s and spread throughout the world in the 1970s.
- B. A second successful style of popular music is punk.
- C. A third successful style of popular music is rap, which is also called hip-hop.

### PRACTICE 2

#### Topic Sentences for Body Paragraphs

For each thesis statement, write topic sentences for three supporting body paragraphs. Follow the preceding example. Use an appropriate transition signal in each topic sentence. (*Note:* You may want to use one of these topics for your own essay at the end of the chapter.)

1. Young people who live/don't live at home have several advantages.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

2. My city/country has several interesting places to visit.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

3. Three modern technological devices have changed the way we communicate.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

4. There are several types of movies that I especially enjoy watching/books that I enjoy reading/sports that I enjoy playing.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

## The Concluding Paragraph

The concluding paragraph is the last paragraph of an essay. It has three purposes:

1. It signals the end of the essay.
2. It reminds the reader of your main points.
3. It leaves the reader with your final thoughts on the topic.

Notice how the writer accomplishes these three purposes in the following concluding paragraph.

In short, Mr. Smith had several qualities of a great teacher. He was well informed about his subject, and his enthusiasm for it rubbed off on<sup>1</sup> his students. Furthermore, his lectures were well organized, and he returned papers and tests promptly. His classes were always interesting, and he told funny stories to keep even the sleepest student awake and engaged in learning. Mr. Smith taught more than just history; he also taught us to love learning.

- The transition phrase *In short* signals the end of the essay.
- It summarizes the qualities of Mr. Smith: he was well informed, enthusiastic, organized, and interesting.
- It gives a final comment: Mr. Smith inspired students to love learning.

The first part of the concluding paragraph summarizes the main points or repeats the thesis statement in different words. It may require one or more than one sentence.

In the second part, you may add a final comment. This is the place to express your opinion, make a judgment, or give a recommendation. However, *do not* add any new ideas in the concluding paragraph. Just comment on what you have already discussed.

### PRACTICE 3

#### Concluding Paragraphs

Study the following abbreviated essay outlines. Only the introductory paragraph and topic sentences for body paragraphs are given. Then circle the number of the most appropriate concluding paragraph.

1.

#### Advertising

Unless you live on an uninhabited island in the middle of a big ocean, you cannot escape advertising. People in the modern world are continually exposed to ads and commercials on the radio, on television, on billboards, in their mailboxes, and on their computers. However, advertising is not a modern phenomenon. Advertising has been around for a long time, as a review of its history shows.

*(continued on next page)*

<sup>1</sup>rubbed off on: transferred itself to (informal)

- A. As early as 3000 B.C., merchants carved signs in wood, clay, and stone to put above their shops.
- B. In ancient Egypt, merchants hired people called criers to walk through the streets announcing the arrival of ships and their cargo.
- C. In medieval Europe, shop owners hired criers to direct customers to their shops.
- D. The invention of the printing press was the start of the advertising industry as we know it today.

*Possible concluding paragraphs*

(1) As we have seen, advertising has been a part of merchandising for at least 5,000 years. From the carved signs above doorways in ancient Babylonia to the annoying pop-ups on modern computer screens, advertising has been a part of daily life. Its form may change, but advertising will undoubtedly be with us for a long time to come.

(2) It is clear that advertising is useful for both buyers and sellers. It helps sellers by informing the public about their goods and services. It helps buyers by allowing them to comparison shop. Its form may change, but advertising will undoubtedly be with us for a long time to come.

2.

**Compulsory<sup>1</sup> Attendance in College**

On my first day of class in an American university, I discovered that there are many differences between universities in the United States and in my country. One difference hit me immediately when the professor walked into the classroom dressed in casual pants and a sports shirt. Then he sat down, and I received a second shock. He sat down *on* the desk, not behind the desk. The biggest shock happened when he passed out a piece of paper listing the requirements of the class. I learned that I was not allowed to miss any classes! In my country, professors do not know or care if students attend lectures, but in the United States, professors actually call the roll<sup>2</sup> at the beginning of each class meeting. In my opinion, compulsory attendance in college is completely inappropriate for two reasons.

- A. College students are adults, not elementary school children.
- B. Students often have other obligations such as jobs and family.

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<sup>1</sup>compulsory: required

<sup>2</sup>call the roll: say the names of students to find out who is present or absent

*Possible concluding paragraphs*

(1) To summarize, attendance in college classes should be optional. Students may already know the material that the professor will cover. Sometimes the professor lectures on material that is in the textbook, so students can read it on their own time. Therefore, in my opinion, compulsory attendance in college classes should be abolished.

(2) To summarize, college students are mature enough to take charge of their own learning. Furthermore, they may have family or work problems once in a while that cause them to miss a class. They should not be penalized for this. Therefore, in my opinion, compulsory attendance in college classes should be abolished.

3.

**Goals**

Everyone needs goals. Having goals makes you more successful because they keep your mind on what is really important to you. However, goals can change at different times in your life. Your goals when you are ten are very different from your goals at fifteen or twenty. My major goals this semester are to get a part-time job and to master the use of the English language.

A. My first goal is to get a part-time job in an area related to my field of study.

B. I also plan to improve my ability to speak, write, read, and understand English.

*Possible concluding paragraphs*

(1) In conclusion, it is important to have goals. When you have clear goals, it is easier to stay focused and not let small things sidetrack you. I hope I succeed in reaching my goals this semester.

(2) In conclusion, finding a job and using English well are important to me at this stage of my life. I am working hard to succeed at both.

(3) In conclusion, I have set important goals for myself this semester. If I do not reach my goals, I will be unhappy. Next semester, I will have new goals.

4.

**Changes in the Workplace**

Female airline pilots? Male nurses? When my parents were young, such job descriptions were not possible. In the past thirty-five years, however, society has become more accepting. Although it is still somewhat unusual, men now work in traditionally female occupations. In particular, more and more men are becoming nurses, secretaries, and elementary school teachers.



- A. The nursing profession has seen the greatest increase in male participation.
- B. Besides nursing, more men are becoming secretaries.
- C. Elementary school teaching is a third occupation that men are taking up.

*Possible concluding paragraphs*

(1) These examples have shown that it is no longer unusual to see men working as nurses, secretaries, and elementary school teachers. As society continues to change, we will undoubtedly see this trend continue.

(2) These examples have shown that it is no longer unusual to see men working as nurses, secretaries, and elementary school teachers. On the other hand, it is no longer unusual to find women engineers, construction supervisors, and corporate CEOs.<sup>1</sup> In fact, there are already more women than men studying to become lawyers.

(3) These examples have shown that it is no longer unusual to see men working as nurses, secretaries, and elementary school teachers. Indeed, there is less sexism in the working world as men have proven themselves to be as capable as women in these areas, and women have proven themselves to be as capable as men in others.

## Transitions Between Paragraphs

Just as it is important to use transition signals to show the connection between ideas *within* a paragraph, it is also important to use transition signals *between* paragraphs to show how one paragraph is related to another. Transition signals can tell your reader if the topic of the next paragraph follows the same line of thought or reverses direction.

**In addition to** costing money for special food, fad diets . . .

**On the other hand,** fad diets work for some people . . .

The writer of these sentences could have used any of the transition signals in the chart that follows. The four on the left are ones that you already know. The two on the right are new. The advantage of using the new ones is that you can repeat the topic of the preceding paragraph in the same sentence in which you name the topic of the next paragraph. This technique helps link your body paragraphs into a coherent, cohesive essay.

Notice that *Besides* appears in both lists. In the list on the left, *Besides* is a sentence connector and must be followed by a comma and an independent clause. In the list on the right, *Besides* is a preposition and must be followed by a noun or gerund.<sup>2</sup> Similarly, *In addition* is a sentence connector, and *In addition to* is a preposition.

<sup>1</sup>CEOs: chief executive officers, the title of the top person in a corporation

<sup>2</sup>gerund: -ing word used as a noun, such as *swimming* or *shopping*

**“Additional Idea” Transition Signals**

Sentence Connectors	Prepositions
1. Furthermore, . . . Moreover, . . . Besides, . . . In addition, . . .	2. Besides (+ noun or gerund) . . . In addition to (+ noun or gerund) . . .
1. <b>Furthermore/In addition/Moreover/Besides</b> , people on fad diets often gain even more weight than they had lost.  <b>Besides/In addition to</b> suffering from poor nutrition, people on fad diets often don't lose weight. (The word <i>suffering</i> is a gerund.)  2. <b>Besides/In addition to not losing weight</b> , people on fad diets often gain even more weight than they had lost.	

If the next paragraph is about an opposite idea, use one of the following transitions.

**“Opposite Idea” Transition Signals**

Sentence Connectors	Subordinators	Prepositions
1. On the other hand, . . . However, . . .	2. Although . . . Even though . . .	3. Despite . . . In spite of . . .
1. <b>On the other hand/However</b> , people who want to lose weight can succeed. 2. <b>Although/Even though</b> fad diets do not work, there are other diets that do. 3. <b>Despite/In spite of</b> many attempts to lose weight, I am still overweight.  <b>Despite/In spite of</b> dieting for several years, I am still overweight.		

**PRACTICE 4**
**Transitions  
Between  
Paragraphs**

Add appropriate transition signals to the beginning of each paragraph (except the introductory paragraph) in the following essay.

**Step 1** Read the entire essay.

**Step 2** Decide the relationship of each body paragraph to the preceding one. Is it an additional idea or an opposite idea?

**Step 3** Choose appropriate transition signals for paragraphs 3–8 and write them on the lines. Use a different transition in each one. Punctuate carefully. You may have to rewrite the entire sentence.

**The Computer Revolution**

1 We live in the age of technology. Every day, new technology appears, ranging from iPods that can store thousands of songs to giant space telescopes that can send photographs of distant stars back to Earth. Of all the new

technological wonders, personal computers have probably had the greatest influence on the daily lives of average people. Through computers, we can now talk to people in any country, research any topic, work, shop, bank, and entertain ourselves. Personal computers have especially revolutionized communication, business practices, and education in both positive and negative ways.

2 Perhaps the most important effect of personal computers has been to expand our ability to communicate with the outside world. A lonely invalid<sup>1</sup> in Minnesota can talk with a similarly house-bound<sup>2</sup> person in Mississippi. A single computer user can send an e-mail message to millions of people all over the world with one keystroke. Computer users can get together in an online chat room to discuss their interests and problems with others who have similar interests and problems. For example, a person who is planning a vacation and wants to know the names of the best beaches in Costa Rica can ask others who have already been there for suggestions. People even start romances through online dating services! The possibilities of computerized communication are indeed unlimited.

3 Besides improving communication, personal computers are changing the way we do business. One change is that computers make it easy to take care of a lot of personal business at home. For example, you can buy airline tickets, send a greeting card, pay bills, buy and sell almost anything, and even pay your taxes from your home computer at any time of the day or night. This is a great convenience for people who are busy during the day and for physically disabled people who find it hard to leave their homes.

4 Moreover, telecommuting — working at home instead of going to the office — has become a choice for thousands of businesspeople. Suzanne Carreiro, a financial manager for a large company in downtown Manhattan, has telecommuted from her home in New Jersey for the past two years. She goes to her office only once a week. Four days a week, she works at home and communicates with her staff by computer.

5 In addition to changing the way we communicate and do business, personal computers have changed the world of education. Elementary schoolchildren are learning to write, practice math, and create art on the computer. Schoolchildren in Manhattan can talk via computer to schoolchildren in Moscow. High school and college students no longer need

<sup>1</sup>invalid: sick person

<sup>2</sup>house-bound: having to stay inside the house

to spend hours in the school library researching topics for term papers. A high school student can obtain statistics for a history paper from a library in London by computer.

6 On the other hand, not everyone agrees that computers are good for education. Replacing a teacher with a machine is not progress, according to some critics. They say that young children especially need a real person, not a machine, to guide their learning.

7 Furthermore computers have caused problems for society. People who spend hours each day surfing the Internet can become isolated and lonely, and children and teenagers can meet strangers through the Internet who may be dangerous.

8 Finally the computer age has arrived, and it has changed our lives. Computers have made communicating and doing business faster and more convenient, and they are changing the way we learn in school. Just as the invention of automobiles had an unplanned consequence — the growth of suburbs — so will the invention of personal computers. We will have to wait and see what unintended consequences may develop.

## Essay Outlining

Making an outline is even more important when you are planning an essay because you have many more ideas and details to organize. An outline for an essay with two body paragraphs might look like this.

### MODEL

#### Essay Outline

#### I. Introduction

Thesis statement

#### II. Body

##### A. Topic Sentence

##### 1. Main Supporting Point

a. Supporting Detail

b. Supporting Detail

##### 2. Main Supporting Point

a. Supporting Detail

b. Supporting Detail

##### 3. Main Supporting Point

a. Supporting Detail

b. Supporting Detail



- B. Topic Sentence
  - 1. Main Supporting Point
    - a. Supporting Detail
    - b. Supporting Detail
  - 2. Main Supporting Point
    - a. Supporting Detail
    - b. Supporting Detail

### III. Conclusion

Notice these points:

1. The introduction, body, and conclusion are numbered with Roman numerals: I, II, and III.
2. The topic sentence of each body paragraph is given a capital letter (A, B, C, and so on).
3. Each main supporting point is numbered 1, 2, 3, and so on.
4. Each supporting detail is given a small letter (a, b, c, and so on).
5. Each time the outline moves from a Roman numeral to a capital letter to an Arabic numeral, the text is indented. Indenting makes it easy to see the movement from big to small, from main points to specific details.

## **PRACTICE 5**

### *Outlining an Essay*

Complete the following outline for the model essay on pages 148–150. Notice that the thesis statement, first topic sentence, and concluding sentences are written out in full. You should write out topic sentences in full, but you may use short phrases to list supporting points and supporting details if you wish.

### **Outline: Styles of Popular Music**

#### **I. Introduction**

Thesis Statement: Three of the more successful styles are reggae, punk, and rap.

#### **II. Body**

A. One successful style of popular music is reggae.

1. Born on the Caribbean island of Jamaica in the 1960s.

a. \_\_\_\_\_

2. Developed from *mento*.

a. \_\_\_\_\_

b. \_\_\_\_\_

3. \_\_\_\_\_

a. Guitar plays rhythm and bass plays melody.

4. \_\_\_\_\_
  - a. Unusual sound mixes
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

5. Bob Marley — best known reggae musician

- a. \_\_\_\_\_
6. \_\_\_\_\_

**B.** \_\_\_\_\_

1. \_\_\_\_\_
  - a. \_\_\_\_\_
2. With clothing and hairstyles, punks intended to shock society.
  - a. \_\_\_\_\_
3. \_\_\_\_\_
  - a. \_\_\_\_\_
4. Punk music is simple.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
5. \_\_\_\_\_
6. Punk has evolved into other styles.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

**C.** A third successful style of popular music is rap.

1. Also known as hip-hop
2. Form of dance music—singers speak in rhythm and rhyme
3. Originated in Africa
  - a. Traveled to the U.S. via Jamaica — “toasting”
  - b. \_\_\_\_\_
  - c. Disco DJs + rappers played songs for dancers at parties
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
4. \_\_\_\_\_
  - a. Politics—theme in 1980s and 1990s

5. \_\_\_\_\_
- a. Female rapper—Queen Latifah
- b. \_\_\_\_\_

**III. Conclusion**

Popular music changes constantly. New styles are born, grow, change, and produce offshoots, which in turn grow, change, and produce offshoots. Some styles enjoy lasting popularity, but others disappear rather quickly. However, all contribute to the power and excitement of popular music in our time.

**Planning an Essay**

Planning an essay takes a little more work because there are many ideas and details to organize. Let’s review the steps in the writing process that were introduced in Chapter 1.

**Step 1  
Prewriting**

In this step, you choose a topic and then gather supporting ideas and details. There are several ways to gather ideas, including listing, clustering, freewriting, journal writing, interviewing classmates and friends, researching online, and researching in a library.

Here is an example of the listing technique. The topic is “Kinds of Lies.” Notice that the list is not in any order. The writer just wrote down any idea or example that came to mind.

**Kinds of Lies**

good lies	broken window
bad lies	stole a cookie
different motives (reasons)	stole a bicycle
social lies	lying to police officer when caught
lies to get out of trouble	speeding
lies to save face	lying on a job application
lies to avoid punishment	lying to avoid hurting someone’s
polite lies	feelings
diplomatic lies	bad haircut
helpful lies	clothes that don’t fit, don’t look
friend who failed an important exam	good, or are out of style
friend who didn’t get the job he/she	lies that hurt someone’s feelings
wanted	malicious lies that harm another
children who do something bad	person

**Step 2  
Organizing**

In the second step of the writing process, you organize your ideas. First, you divide your ideas into categories or groups. You may delete some ideas and add others. Then you make an outline and add specific details as necessary.

**Step 2A Group Ideas Logically**

The first step in organizing is to group your ideas logically.

**PRACTICE 6****Grouping Ideas Logically**

Work with a classmate, a small group, or the entire class.

- A. Divide the following list of words into the logical groups or categories on the chart. Write each word under the appropriate category name.

**Shopping in a Supermarket**

aspirin	cheese	cookies	tomatoes
bread	lettuce	eggs	steak
apples	potatoes	hamburger	cake
carrots	vitamins	pork chops	toothpaste
oranges	pie	shampoo	doughnuts
milk			

Produce	Dairy Products	Meat	Baked Goods	Personal Care/ Health Products

- B. Divide the list of sports into groups. There is more than one possible way to divide the list. First, decide with your partner or group what your categories will be and label the chart columns. You may have more or fewer categories than there are columns in the chart. If you need more columns or more space in each column, add them.

**Sports**

badminton	fishing	jogging	swimming
baseball	golf	mountain climbing	table tennis
basketball	gymnastics	scuba diving	tennis
bobsledding	hiking	skateboarding	volleyball
bowling	ice hockey	skiing	waterskiing
diving	ice skating	soccer	windsurfing



- C. On a separate piece of paper, divide the list of “Kinds of Lies” into logical groups or categories. Some items may not fit in any category; delete them. Also, some items may be examples; either delete them or put them in a category.

### Step 2B Make an Outline

The second step in organizing is to make an outline.

#### PRACTICE 7

##### Outlining Body Paragraphs

Work together with a classmate, a small group, or the entire class.

- A. Make an outline *of the body paragraphs only* for an essay about different kinds of sports. Use the categories you selected as topics for separate paragraphs.
- B. Make an outline *of the body paragraphs only* for an essay about different kinds of lies. Use the categories you developed as topics for separate paragraphs. Add examples as necessary.

## Review

These are the important points covered in this chapter:

1. The organization of an essay is similar to the organization of a paragraph; it is just longer.
2. An essay has three parts: an introduction, a body, and a conclusion.
  - The introduction (or introductory paragraph) introduces the topic of the essay and arouses the reader’s interest. It always contains one sentence that clearly states the main idea of the whole essay. This sentence is called the *thesis statement*.

- The body of an essay is made up of one or more paragraphs. Each body paragraph explains or develops one part of the essay topic.
  - The conclusion is the last paragraph. It summarizes the main points of the essay.
3. It is important to use transitions to show how one body paragraph is related to the preceding one.
  4. Because an essay is longer than a paragraph, it requires more careful planning. Always make an outline.

## Skill Sharpeners

The following exercise will help you review important skills you learned in prior chapters:

### EXERCISE

#### Sentence Structure Review

Edit the following essay for errors in sentence structure. Find and correct two comma splices, one run-on, and five fragments. (Review fragments on pages 14–15 in Chapter 1; review comma splices and run-ons on pages 87–90 in Chapter 5.)

#### Left-Handedness

Do you know anyone who is left-handed? You probably do, about 10 percent of the population uses their left rather than their right hand for writing and other tasks. Although many athletes, musicians, artists, and world leaders are left-handed, being left-handed certainly has a few disadvantages in a world designed by and for right-handed people.

Social situations can provide opportunities for left-handed people to feel clumsy. First of all, handshakes. Right-handed people offer their right hands and expect to grasp the right hand of the other person. The instinct of left-handers, however, is to extend their left hand they have to train themselves to extend their right. Another social opportunity for awkwardness occurs at the dinner table. Left-handed diners constantly bump elbows with a right-handed person. Unless they sit at the far end of the table with no one on their left. What's worse, left-handers have to concentrate in order to avoid grabbing and drinking from the wrong glass.

Left-handed people can face inconveniences at school, too. Consider the chairs in classrooms with little fold-up desktops for taking notes. Most of them are made for right-handers. Left-handers have to write with their left elbow hanging in midair. Or else turn themselves around almost 180 degrees in order to lay their notebook on the desk. Furthermore, when lefties write in a three-ring binder or spiral notebook. The rings get in the way of their hands when they write

on the front side of a page. Finally, left-handers write from left to right, their hand smears the fresh ink across the page.

Last but not least are the many inventions of the modern world. That make life convenient for right-handers but inconvenient for lefties. These include scissors, can openers, corkscrews, automobile gear shifts, cameras, and computer keyboards.

In sum, in a world organized for right-handers, left-handed people must confront and overcome challenges every day.

## Writing Assignment

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Choose one of the topics from Practice 2 on page 152 *or* one of the alternative topics suggested.

**Step 1** Prewrite to get ideas.

**Step 2** Organize the ideas by making an outline.

**Step 3** Write the rough draft. Write **ROUGH DRAFT** at the top of your paper.

**Step 4** Polish the rough draft.

- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 9 on page 214. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
- Use Self-Editing Worksheet 9 on page 215 to check your second draft for grammar, punctuation, and sentence structure.

**Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.

### Alternative Writing Topics

kinds of customers/shoppers/automobile  
drivers/teachers/students/sports fans  
daredevil sports/new sports  
styles of popular music/Latino  
music/jazz music/dance music

clothing styles/hair styles/  
shoe styles  
television programs worth  
watching/not worth watching  
jobs I would be good at

## Summary Writing II

Writing a summary of a longer piece of writing, such as an essay or magazine article, is an important skill. College teachers often assign research papers (also called *term papers* because students usually have an entire term to complete them). To write a research paper, you will have to read articles from outside sources and use information that you get from these readings in your paper. One way to use this information is to use quotations. Another way is to summarize information.

When you summarize a longer piece of writing, you use the same techniques you used for summarizing a short paragraph.

1. Write the important ideas, and leave out most of the details.
2. Do not summarize the concluding paragraph because it is already a summary of the main points or a restatement of the main idea.
3. Use as few words as possible without omitting important points.
4. Use your own words. Do not copy sentences from the original.

Here is an example of a summary of “The Computer Revolution” on pages 157–159.

### Summary of “The Computer Revolution”

Computers have changed the way we communicate, do business, and educate our children in both good and bad ways. We now communicate through e-mail, chat rooms, and online dating services. We can also shop online and work at home. Computers in schools allow students to practice new skills, exchange ideas with students in other parts of the world, and do research more easily. Computers have negative effects, too. Some people spend too much time surfing the Net, and there is the danger of meeting bad people online. Also, some people say that computers should not replace teachers in elementary schools.

### **PRACTICE 8** *Summarizing an Essay*

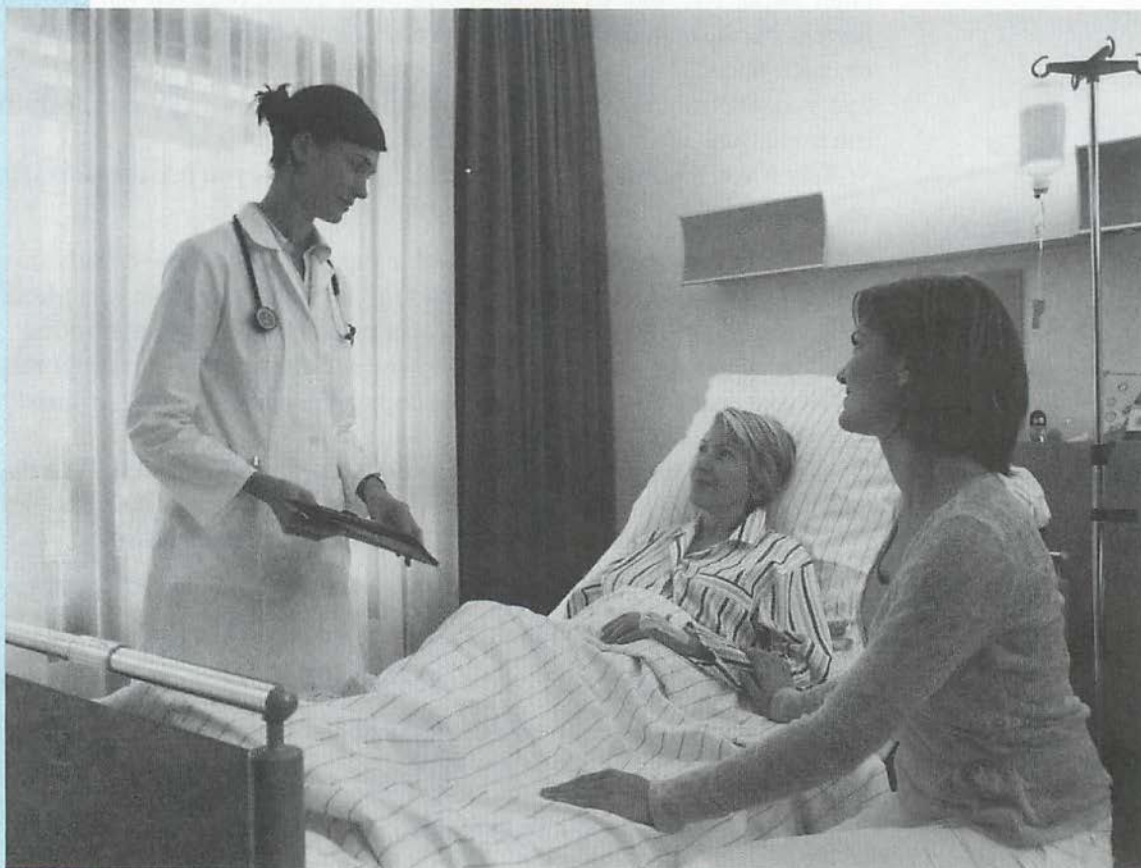
Write a summary of any of the essays in this chapter. Begin by rewriting the thesis statement in your own words. Then summarize each body paragraph in one or two sentences. Your completed summary should be one paragraph in length.

“Styles of Popular Music,” pages 148–150

“Left-Handedness,” pages 165–166



# Opinion Essays

**Organization**

The Introductory Paragraph

Body Paragraphs

The Concluding Paragraph

**Developing Supporting Details**

Quotations

Rules for Using and Punctuating Quotations

Statistics

**Review****Writing Assignment**

## Organization

In our daily lives, we express opinions about everything from politics to the cost of gasoline. When we express an opinion, we usually give reasons for our point of view in an informal way. For example, we say, “I liked XYZ’s latest movie because . . .” or “I voted against XYZ because . . .”

In college classes, students are often asked to express their opinions more formally. The U.S. system of education places a high value on students’ ability to think for themselves. Professors want students to express their own opinions and even disagree with them as long as students can support their own views. In this chapter, you will learn how to express an opinion and support it convincingly.

In an **opinion essay**, you

- state your opinion in the thesis statement.
- support your opinion with reasons.
- support your reasons with specific details.

As you read the model essay, notice its three parts: introduction, body, and conclusion.

### MODEL

#### Opinion Essay

##### INTRODUCTION

##### THESIS STATEMENT

##### BODY PARAGRAPH 1

### The Right to Die

A difficult problem that is facing society is the legalization of euthanasia.

Euthanasia is the act of causing death painlessly in order to end suffering. People who are in a coma<sup>1</sup> because of injury to their brains and elderly people who are terminally<sup>2</sup> ill are being kept alive by artificial means. They do not have a chance to recover, but laws in most states of the United States do not allow doctors to end their lives. Although many people feel that doctors must do everything possible to keep their patients alive, I believe that euthanasia should be legal for three reasons.

The first and most important reason to support euthanasia is that some patients who have no chance to recover do not wish to be kept alive on machines. These patients are kept alive by life-support machines such as respirators to help them breathe and feeding tubes to provide them with nutrition. A well-known example in the United States is the case of Terri Schiavo, a young woman who went into a coma in 1990. Mrs. Schiavo was able to breathe on her own, but her brain was dead. For fifteen years, she was kept alive by a feeding tube. After eight years of seeking treatment for her condition, Michael Schiavo, her husband, asked the courts for permission to remove her feeding tube. He said that his wife had

<sup>1</sup>coma: unconscious state (cannot see, hear, or speak)

<sup>2</sup>terminally ill: having no chance of getting well



told him she would not want to be kept alive artificially when there was no hope of recovery. Mrs. Schiavo's parents, Robert and Mary Schindler, disagreed with Mr. Schiavo and fought to keep their daughter alive. After seven years of bitter court battles, Mr. Schiavo finally won. Doctors removed Mrs. Schiavo's feeding tube, and she soon died, fifteen years after first falling into a coma. Clearly, when there is absolutely no hope of recovery, society should allow a person in Terri Schiavo's condition to die if that is his or her wish.

**BODY PARAGRAPH 2**

A second reason to support euthanasia is that medical costs in the United States are very high. Keeping a person alive for years and years requires round-the-clock care in a hospital or nursing home.<sup>1</sup> According to an administrator at a local hospital, daily hospital room charges average \$5,000 there. Nursing home care is also expensive. A nursing home in our area charges \$4,500 per month. These high costs can cause serious financial problems for a family.

**BODY PARAGRAPH 3**

The final reason to support legalizing euthanasia is that the family suffers. Hospital or nursing home staff give terminally ill patients only minimal care. Thus, the family must spend time caring for the special needs of their loved one. For instance, a cousin of mine who had been in a motorcycle accident was kept on life-support machines for eight years. He needed someone to stay with him twenty-four hours a day. During those years, his parents took turns taking care of him. His father stayed with him during the day while his mother worked, and then his mother stayed with him at night while his father worked. Other family members tried to help out when they could, but his parents did most of the physical work and suffered most of the emotional stress. After he finally died, my aunt said, "Of course, I am sad, but since we all knew he would eventually die, it might have been better if it had happened right when he had the accident. These past eight years have been hard."

**CONCLUSION**

To summarize, patients who are either terminally ill or who are in an irreversible<sup>2</sup> coma often wish to die. Their care is a financial, physical, and emotional burden for their families. Therefore, families should have the right to ask doctors to turn off life-support machines or to remove feeding tubes.

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<sup>1</sup>nursing home: place where people who are too old or sick to take care of themselves can live

<sup>2</sup>irreversible: cannot be reversed, cannot be changed

### Questions on the Model

1. In the introduction, which sentence expresses the writer's opinion about the right to die? Double-underline it. How many body paragraphs can the reader expect?
2. How many body paragraphs are there? Underline the topic sentences, and circle the transition signals that introduce each paragraph.
3. Which body paragraph has a concluding sentence?
4. Does the concluding paragraph summarize the reasons, or does it repeat the thesis statement?

## The Introductory Paragraph

### GENERAL STATEMENTS

Remember that an introductory paragraph has two parts: (1) several general statements and (2) one thesis statement. The first part of the introductory paragraph of an opinion essay often begins by explaining an issue.

In some cities in the United States, teenage gangs create problems. The problems range from noisy but harmless drag races<sup>3</sup> to fatal drive-by shootings.<sup>4</sup> Some cities are trying to stop these activities by keeping young people indoors and off the streets at night. These cities have passed curfew laws that require people under the age of eighteen to be indoors between the hours of 10:00 or 11:00 P.M. and 6:00 A.M.

The thesis statement then states the writer's opinion on the issue. It often mentions the opposing view first.

### THESIS STATEMENT

Police departments say that curfew laws to control teenage gangs are necessary, but I feel that such laws are unfair, unconstitutional, and counterproductive.<sup>5</sup>

Notice that the opposing view is connected to the writer's opinion with a contrast signal such as *however*, *but*, and *although*. (Review contrast signals on pages 114 and 118–120.)

## PRACTICE 1

### Thesis Statements for Opinion Essays

- A. Turn back to the model essay "The Right to Die" on pages 169–170, and find the thesis statement. What contrast signal connects the opposing opinions?
- B. What contrast signal connects the opposing opinions in the above example about curfew laws?
- C. Work alone, with a classmate, or in a small group. Complete each thesis statement by adding the opposite opinion. Notice that statements 3 and 6 require a separate sentence.

*Note:* You may want to use one of these topics for your own essay at the end of this chapter.

<sup>3</sup>**drag races:** informal automobile races

<sup>4</sup>**drive-by shootings:** gun shootings from a moving vehicle

<sup>5</sup>**counterproductive:** leading to a result that is the opposite of the result desired or intended



1. Although the law prohibits separate classes for boys and girls in public schools, I think boys and girls learn better in separate classes, especially in the middle grades.
2. Many people believe that women should not serve in the military, but \_\_\_\_\_
3. Society often ignores steroid use by well-known professional athletes because of the athletes' popularity. However, \_\_\_\_\_
4. Although professional athletes undoubtedly feel that they deserve their million-dollar salaries, I feel \_\_\_\_\_
5. Some people are in favor of drug testing for high school athletes, but \_\_\_\_\_
6. Some people feel that the United States needs more laws to control the sale and ownership of guns. However, \_\_\_\_\_

### Try It Out!

Choose one of the suggested topics and write an introductory paragraph for an opinion essay about it. *Note:* You may want to use one of these topics for your own essay at the end of this chapter.

- Step 1** Discuss the topic with a classmate, a small group, or the entire class until you understand the problem or issue. Discuss both sides of the issue.
- Step 2** Decide whether you are *for* or *against* the issue.
- Step 3** Then write an explanation of the issue as the first part of your introductory paragraph.
- Step 4** Write a thesis statement as the last sentence of your introductory paragraph. Be sure to mention the opposing view.

## Topic Suggestions

any topic from Practice 1	grades in university classes
school uniforms	antiterrorism regulations
dress codes in schools	censorship of films, song lyrics, books, video games, or television programs
arranged marriages	genetically engineered food
antismoking laws	_____ (a topic of your own choosing)
laws against cell phone use while driving	
required homework/attendance in college or university classes	

**Body  
Paragraphs**

In the body paragraphs, support your opinion with reasons. Each reason is a paragraph in the finished essay.

## THESIS STATEMENT

Although many people feel that doctors must do everything possible to keep their patients alive, I believe that euthanasia should be legalized for three reasons.

## REASON A

These patients have no chance of recovery.

## REASON B

Medical costs are very high.

## REASON C

The family suffers.

**PRACTICE 2****Developing  
Reasons**

Choose three thesis statements from Practice 1 on page 171 or the Try It Out! exercise on page 172. Write down at least three reasons to support each one.

1. Thesis statement: \_\_\_\_\_

Reason A: \_\_\_\_\_

Reason B: \_\_\_\_\_

Reason C: \_\_\_\_\_

2. Thesis statement: \_\_\_\_\_

Reason A: \_\_\_\_\_

Reason B: \_\_\_\_\_

Reason C: \_\_\_\_\_

3. Thesis statement: \_\_\_\_\_

Reason A: \_\_\_\_\_

Reason B: \_\_\_\_\_

Reason C: \_\_\_\_\_

## The Concluding Paragraph

In the concluding paragraph, you may (1) restate your thesis in different words or (2) summarize your reasons. In your final comment, you may call for action, as in the following example. Your final comment should be powerful—one that your readers will remember.

To summarize, cloning humans is clearly dangerous and unethical. It is one thing to clone a mouse, sheep, or pig but quite another thing to duplicate a human being. Even though scientists claim that their only purpose is to help humanity, ethical people must demand an end to such experiments now.

## Try It Out!

Write a concluding paragraph for one of the items from Practice 2 on page 173.

## Developing Supporting Details

In Chapter 3, you learned how to use examples to support your ideas. In this chapter, you will learn how to use three other kinds of supporting details: quotations, statistics, and summaries.

College instructors often assign research papers in their classes, for which you use information from outside sources (books, magazines, newspaper articles, or the Internet). There are special procedures and rules for using information from outside sources. For example, in a formal research paper, you must document the source of each piece of information that you use. This means that you must tell exactly where you got the information—who originally wrote it or said it and when and where it was written or spoken. You will learn how to do this later on in your college program. However, be aware that documenting outside sources is important and necessary for college assignments.

For purposes of this class, you may get information informally—by taking a class survey to get statistics or by interviewing classmates to get quotations, for example.

## Quotations



Quotations are often used in academic writing as supporting sentences. Notice how quotations support the topic sentence in the following paragraphs.

Telecommuting<sup>1</sup> is a popular new choice for many office workers. They feel it offers advantages to both employees and employers. My older sister, who has telecommuted for the past year, told me, “I am much more productive when I work at home because there are no interruptions. I also don’t have to spend two or three hours traveling to and from the office every day. I save myself time, and I save my company money by working at home.”

On the other hand, sometimes telecommuters feel isolated. “I feel out of touch with<sup>2</sup> what is really happening in my company, and I miss the daily contact with my co-workers,” my sister added.

<sup>1</sup>telecommuting: working at home, usually by using a computer to produce work and to communicate  
<sup>2</sup>out of touch with: not in communication with

## Rules for Using and Punctuating Quotations

Rule	Example
<p>1. Use a “reporting phrase” such as <i>she says</i>, <i>she said</i>, <i>he stated</i>, <i>he added</i>, <i>he continued</i>, or <i>they reported</i>. The reporting phrase may come before, after, or in the middle of the quotation, and the verb may be in any appropriate tense. Separate a quotation from a reporting phrase with commas.</p> <p>Another useful reporting phrase is <i>according to</i> followed by the name of the source. If you copy words exactly, use quotation marks.</p>	<p>“I like you,” he said.  <b>He said</b>, “I like you.”          “I like you,” he said, “but I don’t like your dog. He’s a pit bull.”</p> <p><b>According to</b> veterinarian Dr. James Brown, “Pit bulls are unpredictable and dangerous dogs.”</p>
<p>2. Begin each quoted sentence with a capital letter. .          When a quoted sentence is separated into two parts, begin the second part with a small letter</p>	<p>“Your dog is a pit bull,” he continued, “and I am afraid of him.”</p>
<p>3. Commas, periods, question marks, and exclamation points go inside the second quotation mark of a pair.</p>	<p>She said, “Good-bye.”          “Don’t call me again,” she continued.          “Why not?” he asked.          She answered, “I don’t go out with people who don’t like my dog!”</p>
<p>4. Give the quoted person’s title or occupation if he or she is not well known. The easiest way to do this is to put the information in an appositive. (Review appositives on pages 128–131 in Chapter 8.)</p>	<p>My older sister, <b>financial manager for a large insurance company</b>, claims, “I save myself time, and I save my company money by telecommuting.”</p> <p><b>Classmate</b> Jessica Wang said, “My children don’t realize that the violence they see on television is fiction. They think it is real.”</p>

### PRACTICE 3

#### Punctuating Quotations

Punctuate the following sentences containing quotations. Add quotation marks, commas, and capital letters.

1. Dr. T. Berry Brazelton said the average child today spends more time in front of a TV set than she does studying in school or talking with her parents.
2. as a result he added children often learn more about the world and about values from television than from their families.
3. a majority of child characters on ABC, NBC, CBS, and Fox programs tend to engage in antisocial behavior such as lying or physical aggression, reported Damon Ho, president of Parents for Responsible Programming.
4. advice columnist Abigail van Buren wrote in a recent column the television set may provide some people with the only human voice they hear for days.



5. it provides news and entertainment for millions of people who cannot leave the comfort, privacy, and safety of their homes she continued.
6. not everyone can attend college in a traditional way says Greenhills College professor Caroline Gibbs so we televise courses that students can view on their TV sets at home.

## Statistics

Like quotations, **statistics** are an excellent kind of supporting detail. Suppose you want to prove that talking on a cell phone while driving is dangerous. You could go online or to a library and find statistics about the number of traffic accidents that happen when people use cell phones while driving.

Use statistics in the same way you use quotations. Use a reporting phrase such as *Statistics show that . . .* or *Statistical data prove that . . .* or *A survey of our class shows that . . .*

**Statistics prove** that people find the use of cell phones annoying.

**According to** a survey of our class, 85 percent of the students had been bothered by a cell phone ringing or by a stranger talking on a cell phone in the past week. Eighteen (of forty) students had heard a cell phone ring in an inappropriate place such as a movie theater or a library study room. Five students reported that they had been forced to listen to private conversations while riding in elevators. Nine listed other violations of cell phone etiquette during the past week.

### PRACTICE 4

#### Supporting Details

Turn back to the model essay “The Right to Die” on pages 169–170.

1. What kind of supporting details does the writer give in the first body paragraph: examples, statistics, and/or quotations?
2. What kind of supporting details does the writer give in the second body paragraph?
3. What kind of supporting details does the writer give in the third body paragraph?

## Try It Out!

Practice using quotations and statistics.

- A. Everyone agrees that television has had a tremendous influence on society since it was developed in the 1940s. Some influences have been positive, but others have been negative. With your entire class or in a small group, brainstorm the influences of television. Brainstorm both positive and negative influences. Think about how television has changed communication, education, and family life. Make two lists.

## Positive Influences

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## Negative Influences

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- B. Read the following interviews about some positive and negative effects of television:

## Does TV Improve the Quality of Life?

### Interviews with New Yorkers

**Harry Wang**, grocery store manager: With proper programming, TV can be good. Educational channels are excellent. You can learn about foreign cultures, wild animals, and all sorts of things from the comfort of your living room. Children's educational shows such as *Sesame Street* are good, too. My daughter learned her ABCs from watching Big Bird and his friends.

**Jessica Wang**, housewife: No! Television is destroying family life. Now families just sit like robots in front of the boob tube<sup>1</sup> instead of talking or playing games together. Some families even eat dinner in front of the TV screen. There's little communication between parents and their children or even between husband and wife except maybe an argument about whether to watch *Monday Night Football* or *ER*.

**Angela Russell**, nurse: TV is a great source of entertainment and companionship for old people. My eighty-six-year-old mother is in a wheelchair

and has nothing to do all day. She loves watching the soap operas in the morning and the game shows in the afternoon. Without them, she would really be bored. I think these programs keep her mind active.

**Jacques Camembert**, recent immigrant: Television is helping me and my family learn English more quickly. When we first came to the United States, we could not understand anything. We stayed in our apartment and watched television all day. At first, we watched children's shows, which were easier to understand. Now we can understand a lot more. We are learning the way Americans really talk, not "textbook" English.

**George Russell**, engineer: You bet! My kids have learned so much from watching educational programs such as the Discovery Channel and the National Geographic specials. My daughter became interested in science from watching the Science Channel, and my son wants to become a chef because of all the excellent cooking shows he watches.

<sup>1</sup>boob tube: television set

- C. Choose two influences (positive or negative) that you and your classmates brainstormed in Part A and write a paragraph about each. Use at least one quotation from the interviews in each paragraph.

## Review

These are the important points covered in this chapter:

1. In an opinion essay, you explain your opinion about a controversial topic.
  - In the first part of the introduction, briefly explain the issue.
  - In the thesis statement, state your opinion. You may also briefly mention the opposite opinion in your thesis statement.
  - Support your opinion with reasons. Write about a different reason in each body paragraph.
  - Support each reason with details such as quotations, statistics, and examples.
2. In academic papers, you often use information from outside sources. You must always tell where you found the information.
  - Use reporting phrases such as *Classmate John Smith says*, . . . or *According to a class survey*, . . . to give the source of your information.
  - Put quotation marks around words that you copy exactly.

### Skill Sharpeners

The following exercises will help you review important skills you learned in prior chapters.

#### EXERCISE 1

##### Outlining

Complete the outline of the model essay “The Right to Die” on pages 169–170 with the supporting details. Notice that the supporting details are examples, statistics, or quotations.

##### THESIS STATEMENT

Although many people feel that doctors must do everything possible to keep their patients alive, I believe that euthanasia should be legal for three reasons.

- A. The first and most important reason to support euthanasia is that some patients who have no chance to recover do not wish to be kept alive on machines

##### EXAMPLE

1. Terry Schiavo's story

- B. Medical costs are very high.

##### STATISTIC

1. Daily hospital room charges average \$5,000

##### STATISTIC

2. A nursing home charges \$4,500 per month

- C. The family suffers.

##### EXAMPLE

1. My mother & Terry

##### QUOTATION

2. "Of course I am sad"

**CONCLUSION**

To summarize, patients who are either terminally ill or who are in an irreversible coma often wish to die. Their care is a financial, physical, and emotional burden for their families. Therefore, families should have the right to ask doctors to turn off life-support machines or to remove feeding tubes.

**EXERCISE 2****Summarizing  
an Essay**

Write a one-paragraph summary of the model essay “The Right To Die” on pages 169–170.

## Writing Assignment

Choose one of the topics in the Try It Out! exercise on page 172 and write an opinion essay. Follow the steps in the writing process.

**Step 1 Prewriting**

Take a survey and interview your classmates, friends, and/or family in order to gather statistics and quotations.

A. Think of questions that will give you useful quotations and statistics. For example, imagine that your topic is video games. You could ask questions such as these:

- Do you agree or disagree with this statement: “Video games are a bad influence on young people”?
- Why do you think video games are a bad/good influence on young people?
- How many hours do you/your children play video games each day?
- What games do you/your children play?
- Are there young children in your house?
- Are the young children allowed to play any video game or only certain ones?
- How many hours a day do your children spend on schoolwork? How many hours a day do they play outside?

B. Write your questions on a piece of paper. If possible, make one copy for each classmate.

C. Give each classmate a copy of your questions and ask him or her to complete it. If you wish and if your instructor permits, interview friends and family to get more information. Be sure to write down their answers.

D. Compile the answers to develop useful statistics for your paper.

E. Select one or two quotations that support each reason.

F. Save this information to use when you write your essay.

**Step 2 Organize the ideas by making an outline.**

Use an outline form similar to the following, changing it as necessary to fit your ideas.



Title: \_\_\_\_\_

THESIS STATEMENT	
REASON A	
SUPPORTING DETAILS	
REASON B	
SUPPORTING DETAILS	
REASON C	
SUPPORTING DETAILS	
CONCLUSION	

**Step 3** Write the rough draft. Write **ROUGH DRAFT** at the top of your paper.

**Step 4** Polish the rough draft.

- Exchange papers with a classmate and ask him or her to check your rough draft using Peer-Editing Worksheet 10 on page 216. Then discuss the completed worksheet and decide what changes you should make. Write a second draft.
- Use Self-Editing Worksheet 10 on page 217 to check your second draft for grammar, punctuation, and sentence structure.

**Step 5** Write a final copy. Hand in your rough draft, your second draft, your final copy, and the page containing the two editing worksheets. Your teacher may also ask you to hand in your prewriting paper.

# Journal Writing<sup>1</sup>

When you learned to speak your first language, you didn't immediately start talking in long, grammatically correct sentences. Instead, you listened and experimented with words and phrases in a nonthreatening environment. By constant repetition, trial, and many errors, you expanded your vocabulary and started to speak in perfect sentences until, by the time you started school, you were fluent in the spoken language.

To acquire a level of fluency in written language you need to experiment with writing words, phrases, and sentences in a nonthreatening environment. Journal writing gives you this opportunity and is, therefore, an important tool for acquiring written fluency.

## How Journal Writing Can Help You

1. You improve your writing by writing. In journals, quantity is more important than quality. Writing every day will help you become fluent.
2. You choose the topics. In your journal, you can write about topics that are interesting and relevant to your life. You are practicing expressing your ideas and feelings in your journals.
3. Your journals can help you develop ideas that you can later use in your paragraphs or essays.
4. Writing a journal can be very enjoyable. You don't have to worry about using a dictionary or checking your grammar or organization, and you don't have to write several drafts. You just concentrate on the content.
5. Journal writing helps you develop the language you need in your everyday life. If you are having problems with your landlord or at work, writing about it can help you develop the language you need to solve your problems.

<sup>1</sup>This section was adapted from material written by instructor Caroline Gibbs of City College of San Francisco. Used with permission.

## How to Start

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1. Buy an 8½-inch by 11-inch spiral notebook.
2. Each time you write in your journal, put the date, the time you start, and the time you stop at the top of the page.
3. Don't skip lines. Don't spend a long time thinking or worrying about what you are going to write; just start writing.
4. Write for at least an hour a week. You may write for ten minutes each day or for twenty minutes three times a week. Remember that the more effort you put into your journal, the more your writing will progress.
5. Don't worry about making spelling or other mistakes. Concentrate on your ideas rather than an error-free journal.
6. Try to practice the grammar and new vocabulary or idioms you are learning in class.
7. Write about your daily life, your problems, your feelings, or your opinions. In fact, write about anything that interests you.
8. Your journal will not be shared with other members of the class; only your teacher will be your audience.
9. Your instructor will collect your journals regularly, every week or two, to check that you are doing them, to offer advice on your writing, or to respond to your writing. He/she will *not* correct your grammar or spelling, although he/she may point out recurring errors.
10. If you can't think of a topic to write about or if your instructor prefers, you may brainstorm a list of topics at the beginning of the semester or choose from the following topics.

## Journal Writing Topic Suggestions

---

1. How your life has changed since you came to the United States
2. A special skill you have
3. A hobby
4. Learning to play a sport
5. Your favorite sport to play or watch
6. An accident
7. Being on time
8. The people you live with
9. American customs you like/dislike

10. An important story in the news
11. The working student
12. A big mistake you once made
13. Using e-mail
14. Cell phones
15. Teenagers
16. The right age to get married
17. A good friend
18. Shopping
19. Your last day in your country
20. Your first day in the United States
21. Discrimination
22. Your favorite food
23. The best car to own
24. Smoking in public places
25. A movie star or singer you like
26. A belief you have or used to have
27. A story from your childhood
28. A favorite possession
29. Music that is special to you
30. A special gift you have given or received
31. A special day or event in your life
32. Your worst habit
33. A frightening experience



# Correction Symbols

Symbol	Meaning	Example of Error	Corrected Sentence
p	punctuation	I live <sup>p</sup> and go to school here <sup>p</sup>	I live and go to school here.
^	missing word	am I working in a restaurant. ^	I am working in a restaurant.
cap	capitalization	It is located at <u>main</u> and <u>baker</u> streets in the <u>City</u> . <sup>cap</sup> <sup>cap</sup> <sup>cap</sup>	It is located at Main and Baker Streets in the city.
vt	verb tense	I never <u>work</u> as a cashier until I <u>get</u> a job there. <sup>vt</sup> <sup>vt</sup>	I had never worked as a cashier until I got a job there.
s/v agr	subject-verb agreement	The manager <u>work</u> hard. There <u>is</u> five employees. <sup>s/v agr</sup> <sup>s/v agr</sup>	The manager works hard. There are five employees.
pron agr	pronoun agreement	Everyone works hard at <u>their</u> jobs. <sup>pron agr</sup>	All the employees work hard at their jobs.
( )	connect to make one sentence	We work together. So we have become friends.	We work together, so we have become friends.
sp	spelling	The <u>maneger</u> is a woman. <sup>sp</sup>	The manager is a woman.
sing/pl	singular or plural	She treats her employees like <u>slave</u> . <sup>sing/pl</sup>	She treats her employees like slaves.
X	unnecessary word	My boss <del>she</del> watches everyone all the time.	My boss watches everyone all the time.
wf	wrong word form	Her voice is <u>irritated</u> . <sup>wf</sup>	Her voice is irritating.

Symbol	Meaning	Example of Error	Corrected Sentence
ww	wrong word	The food is delicious. <sup>ww</sup> <u>Besides</u> , the restaurant is always crowded.	The food is delicious. Therefore, the restaurant is always crowded.
ref	pronoun reference error	The restaurant's specialty is fish. <sup>ref</sup> <u>They</u> are always fresh.	The restaurant's specialty is fish. It is always fresh.
		The food is delicious. <sup>ref</sup> Therefore, <u>it</u> is always crowded.	The food is delicious. Therefore, the restaurant is always crowded.
wo OR ~	wrong word order	Friday <sup>wo</sup> <u>always</u> is our busiest night.	Friday is always our busiest night.
ro	run-on sentence	[Lily was fired she is upset.]	Lily was fired, so she is upset.
cs	comma splice	[Lily was fired, she is upset.]	
frag	fragment	She was fired. <sup>frag</sup> [Because she was always late.]	She was fired because she was always late.
		<sup>frag</sup> [Is open from 6:00 p.m. until the last customer leaves.]	The restaurant is open from 6:00 p.m. until the last customer leaves.
		<sup>frag</sup> [The employees on time and work hard.]	The employees are on time and work hard.
not //	not parallel	Most of our regular customers are <sup>not //</sup> <u>friendly</u> <u>and generous tippers.</u>	Most of our regular customers are friendly and tip generously.

Symbol	Meaning	Example of Error	Corrected Sentence
prep	preposition	We start serving prep dinner 6:00 p.m. ^	We start serving dinner at 6:00 p.m.
conj	conjunction	Garlic shrimp, fried conj clams, broiled lobster ^ are the most popular dishes.	Garlic shrimp, fried clams, and broiled lobster are the most popular dishes.
art	article	Diners in the United art States expect glass ^ of water when they first sit down.	Diners in the United States expect a glass of water when they first sit down.
Ⓣ	add a transition	The new employee was careless. Ⓣ She frequently spilled coffee on the table.	The new employee was careless. For example, she frequently spilled coffee on the table.
¶	start a new paragraph		
nfs/nmp	needs further support/needs more proof. You need to add some specific details (examples, facts, quotations) to support your points.		

# Summary of Punctuation Rules

The following chart summarizes punctuation rules covered in this book.

Use Commas	Example
1. To separate items in a series of three or more items	I'm taking Spanish, English, physics, and economics this semester. The teacher will read your paragraph, make comments on it, and return it to you.
2. Before a coordinating conjunction in a compound sentence	We are bringing sandwiches, and Tom is bringing soft drinks to the picnic. We don't need to bring raincoats, for the sun is shining brightly.
3. After a dependent clause that comes before an independent clause in a complex sentence  (Don't use a comma when the dependent clause follows the independent clause.)	Because the sun is shining brightly, we don't need to bring raincoats. As soon as we arrived at the park, the men started playing soccer. (The men played soccer while the women watched.)
4. To separate extra-information adjective clauses from the rest of the sentence	The Nile, which is the longest river in the world, is 4,160 miles long.
5. To separate extra-information appositives from the rest of the sentence	The Amazon, the second longest river, is 4,000 miles long.
6. After most transition signals at the beginning of a sentence	Finally, we arrived at our hotel. However, our rooms were not ready. After an hour, we left to find a place to eat. Across the street, we found a small cafe.
7. To separate sentence connectors that appear in the middle of an independent clause.	Our rooms, however, were not ready. Lions, for example, can outrun all but three animals.



Use Apostrophes	Example
1. To replace missing letters in contractions	She's always cheerful. They didn't answer the telephone.
2. With s to show possession with nouns and indefinite pronouns	He found a girl's jacket in the hall. He walked into the girls' gymnasium by mistake. He found someone's jacket in the hall.
3. With s to form the plural of numbers and letters.	The ice skater received three 10's and two 9.5's for her performance. The teacher gave all A's and B's last semester.
Use Quotation Marks	Example
To separate the exact words someone says or writes from a reporting phrase	She said, "I'll miss you."  "I'll write you every day," she promised. "I'll think about you every day," she continued, "and I'll dream about you every night."

## D

# Kinds of Sentences and Master List of Connecting Words

## Kinds of Sentences

**Simple sentence** = one independent clause

Spring has arrived!

The flowers are blooming.

The sun is shining brightly.

People are walking and jogging in the park.

**Compound sentence** = two independent clauses

The sun is shining, and there are no clouds in the sky.

It was a beautiful day, so we decided to go to the skateboard park.

**Complex sentence** = one independent clause + one (or more) dependent clauses

As soon as we arrived, we put on our rollerblades.

Alex broke his arm because he wasn't careful.

## Connecting Words

### Coordinating Conjunctions

Coordinating conjunctions connect grammatically equal parts of a sentence. The parts can be words, phrases, or clauses.

Coordinating Conjunction	Use	Example
and	Connects equal similar ideas.	John likes to fish and hunt. John likes to fish, and he often goes fishing with friends.
but	Connects equal different ideas.	I like to eat fish but not to catch them. John likes to catch fish, but he doesn't like to eat them.

(continued on next page)

Coordinating Conjunction	Use	Example
<b>or</b>	Connects two equal choices.	Do you prefer coffee <b>or</b> tea? They can register for classes online, <b>or</b> they can register by mail.
<b>so</b>	Connects a result to a reason.	I did not eat breakfast this morning, <b>so</b> I am a little hungry.
<b>yet</b>	Connects equal contrasting ideas.	It is sunny <b>yet</b> cold. John fished all day, <b>yet</b> he didn't get one bite.
<b>for</b>	Connects a reason to a result.	I am a little hungry, <b>for</b> I didn't eat breakfast this morning.
<b>nor</b>	Connects two negative sentences.	She does not eat meat, <b>nor</b> does she drink milk.

## Subordinating Conjunctions

A subordinating conjunction (or subordinator) is the first word in a dependent clause. Common subordinators include the following.

Subordinating Conjunctions	
To tell a time	
<b>after</b>	He goes to school <b>after</b> he finishes work.
<b>as</b>	Several overcrowded busses passed <b>as</b> they were waiting.
<b>as soon as</b>	She felt better <b>as soon as</b> she took the medicine.
<b>before</b>	<b>Before</b> you apply to college, you have to take an entrance exam.
<b>since</b>	It has been a year <b>since</b> I left home.
<b>until</b>	We can't leave the room <b>until</b> everyone finishes the test.
<b>when</b>	<b>When</b> you start college, you sometimes have to take a placement test.
<b>whenever</b>	<b>Whenever</b> I don't sleep well, I feel sick the next day.
<b>while</b>	Several overcrowded busses passed <b>while</b> we were waiting.
To give a reason	
<b>because</b>	Jack excels at sports <b>because</b> he trains hard.
<b>since</b>	<b>Since</b> she works out daily, Jill is in great condition.
<b>as</b>	<b>As</b> they want to compete in a marathon, they run every day.

To tell where	
<b>where</b>	I can never remember <b>where</b> I put my house keys.
<b>wherever</b>	A baby animal follows its mother <b>wherever</b> she goes.
To make a contrast	
<b>although</b>	I love my brother <b>although</b> we disagree about almost everything.
<b>even though</b>	I love my brother <b>even though</b> we disagree about almost everything.
<b>though</b>	I love my brother <b>though</b> we disagree about almost everything.
<b>while</b>	My brother likes classical music, <b>while</b> I prefer hard rock.
<b>whereas</b>	He dresses conservatively, <b>whereas</b> I like to be a little shocking.

## Relative Pronouns

Subordinating words for adjective clauses are called relative pronouns.

Relative Pronouns	
To refer to people	
<b>who, whom, that</b> (informal)	People <b>who</b> live in glass houses should not throw stones. My parents did not approve of the man <b>whom</b> my sister married. He's a man <b>that</b> everyone in our town respects.
To refer to animals and things	
<b>which</b>	My new computer, <b>which</b> I bought yesterday, stopped working today.
<b>that</b>	Yesterday I received an e-mail <b>that</b> I did not understand.
To refer to a time	
<b>when</b>	Thanksgiving is a time <b>when</b> families travel great distances to be together.



# Master Chart of Transition Signals

The following chart lists the transition signals used in this book.

Sentence Connectors	Coordinating Conjunctions	Subordinating Conjunctions	Others
<b>To list ideas in time order</b>			
First, Second, First of all, Next, Meanwhile, After that, Finally, Now Soon Then		after as as soon as before since until when whenever while	At last, At 12:00, After a while, Before beginning the lesson, In the morning, The next day, The first step . . . The second step . . . After five minutes,
<b>To list ideas in logical division of ideas order</b>			
First, Second, etc. First of all, Furthermore, Also, In addition, Moreover,	and		A second (reason, kind, advantage, etc.) . . . An additional (reason, kind, advantage, etc.) . . . The final (reason, kind, advantage, etc.) . . .
<b>To add a similar idea</b>			
Similarly, Likewise, Also, Furthermore, In addition, Moreover,	and  (Paired conjunctions) both . . . and not only . . . but also		
<b>To make a comparison</b>			
Similarly, Likewise, Also, too	and . . . (too)  (Paired conjunctions) both . . . and not only . . . but also	(just) as	similar (to) equal (to) equally the same (as) (just) like

To add an opposite idea			
On the other hand, However,	but yet		
To make a contrast			
On the other hand, However, In contrast,	but yet	while whereas although though even though	different (from) differently unlike differ (from) (in)
To give an example			
For example, For instance,			such as . . . An example of . . .
To give a reason			
	for	because since as	because of (+ noun)
To give a result			
Therefore, Thus, Consequently, As a result,	so		
To add a conclusion			
All in all, For these reasons, In brief, In conclusion, Indeed, In short, In summary, To conclude, To summarize, To sum up,			It is clear that . . . These examples show that . . . You can see that . . . You can see from these examples that . . .

## F

# Peer-Editing and Self-Editing Worksheets; Scoring Rubrics

Peer-editing and Self-editing worksheets are designed to help you become a better writer. Your instructor may choose to assign the peer-editing worksheet, the self-editing worksheet, or both.

## Peer Editing

Peer editing is an interactive process of reading and commenting on a classmate's writing. You will exchange rough drafts with a classmate, read each other's work, and make suggestions for improvement. Use the worksheet for each assignment and answer each question. Write your comments on the worksheet or on your classmate's paper as your instructor directs.

### Advice for Peer Editors

1. Your job is to help your classmate write clearly. Focus only on content and organization.
2. If you notice grammar or spelling errors, ignore them. It is not your job to correct your classmate's English.
3. Don't cross out any writing. Underline, draw arrows, circle things, but don't cross out anything.
4. Make your first comment a positive one. Find something good to say.
5. If possible, use a colored pencil or ink.
6. The writer may not always agree with you. Discuss your different opinions, but don't argue, and don't hurt your classmate's feelings.

## Self-Editing

Becoming a better writer requires that you learn to edit your own work. Self-editing involves not just checking for spelling and grammar errors. It also means looking at your writing as a writing teacher does. The self-editing worksheets contain questions about specific elements that your teacher hopes to find in your paragraph or essay—a strong thesis statement, clear topic sentences, specific supporting details, coherence, an effective conclusion, and so on. By answering the worksheet questions thoughtfully, you can learn to recognize the strengths and weaknesses in your rhetorical skills as well as to spot recurring errors in grammar, punctuation, and sentence structure.

Here are some polite ways to suggest changes.

Do you think \_\_\_\_\_ is important/necessary/relevant?

I don't quite understand your meaning here.

Could you please explain this point a little more?

I think an example would help here.

This part seems confusing.

I think this part should go at the end/at the beginning/after XYZ.

Maybe you don't need this word/sentence/part.

## Scoring Rubrics

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When grading papers, writing teachers sometimes assign points for each writing skill. They often use a rubric such as the ones on pages 196 and 197. The first rubric is for scoring paragraphs; the second one is for scoring essays. In each rubric, the left column shows the maximum number of points possible for each item.

Teachers may duplicate these forms to use when scoring students' work.



## Scoring Rubric: Paragraphs

	Maximum Score	Actual Score
<b>Format—5 points</b>		
There is a title.	1	_____
The title is centered.	1	_____
The first line is indented.	1	_____
There are margins on both sides.	1	_____
The paragraph is double-spaced.	1	_____
Total	5	
<b>Punctuation and Mechanics—5 points</b>		
There is a period after every sentence.	1	_____
Capital letters are used correctly.	1	_____
The spelling is correct.	1	_____
Commas are used correctly.	2	_____
Total	5	
<b>Content—20 points</b>		
The paragraph fits the assignment.	5	_____
The paragraph is interesting to read.	5	_____
The paragraph shows that the writer used care and thought.	10	_____
Total	20	
<b>Organization—35 points</b>		
The paragraph begins with a topic sentence that has both a topic and a controlling idea.	10	_____
The paragraph contains several specific and factual supporting sentences that explain or prove the topic sentence, including at least one example.	20	_____
The paragraph ends with an appropriate concluding sentence.	5	_____
Total	35	
<b>Grammar and Sentence Structure—35 points</b>		
Estimate a grammar and sentence structure score.	35	
Grand Total	100	

## Scoring Rubric: Essays

	Maximum Score	Actual Score
<b>Format—5 points</b>		
Title centered (2), first line of each paragraph indented (1), margins left on both sides (1), text double-spaced (1)		
Total	5	
<b>Punctuation and Mechanics—5 points</b>		
Periods, commas, apostrophes, and quotation marks (3), capital letters (1), spelling (1)		
Total	5	
<b>Content—20 points</b>		
The essay fulfills the requirements of the assignment.	5	_____
The essay is interesting.	5	_____
The essay shows that the writer used care and thought.	10	_____
Total	20	
<b>Organization—45 points</b>		
The essay follows the outline, and it has an introduction, a body, and a conclusion.	5	_____
<b>Introductory Paragraph:</b> The introductory paragraph begins with several general sentences and ends with a thesis statement.	5	_____
<b>Body</b>		
Each paragraph of the body discusses a new point and begins with a clear topic sentence.	5	_____
Each paragraph has specific supporting material: facts, examples, quotations, paraphrased or summarized information, and so on.	10	_____
Each paragraph has unity.	5	_____
Each paragraph has coherence.	5	_____
Transitions are used to link paragraphs.	5	_____
<b>Concluding Paragraph:</b> The concluding paragraph summarizes the main points or paraphrases the thesis statement, begins with a conclusion signal, and leaves the reader with the writer's final thoughts on the topic.	5	_____
Total	45	
<b>Grammar and Sentence Structure—25 points</b>		
Estimate a grammar and sentence structure score.	25	
Grand Total	100	

# Peer-Editing Worksheet 1

## Chapter 1: Paragraph Format

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

If your instructor approves, write your comments directly on the paper you are editing. If your instructor prefers that you not write on your classmate's paper, use this form, and when the directions tell you to underline or circle, copy the item on the form instead.

1. Is the paragraph interesting?

☐ yes ☐ no

Was the person written about already familiar to you,  
or did you learn about this person from reading the paragraph?

☐ already familiar

☐ new to me

Write a comment about a part that is especially interesting to you.

---

---

2. Do you understand everything?

☐ yes ☐ no

Circle or underline any part that you do not understand, and write a comment about it.

---

---

3. How many sentences are there in the paragraph?

number \_\_\_\_\_

Would you like more information about anything?

☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

---

---

4. Check the format (title, indenting, spacing, margins, etc.). Make a note about anything that seems incorrect to you.

---

---

5. In your opinion, what is the best feature of this paragraph? In other words, what is this writer's best writing skill?

11 75

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# Self-Editing Worksheet 1

## Chapter 1: Paragraph Format

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| My paragraph has a title.                    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| The title is centered.                       | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| The first line is indented.                  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| There are margins on both sides of the page. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| My paragraph is double-spaced.               | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Content and Organization

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| My paragraph fits the assignment.   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I did not copy any sentences from another book or online source.                    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| If I used information from another book, I rewrote the information in my own words. | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Punctuation, Capitalization, and Spelling

- |                                      |                              |                             |
|--------------------------------------|------------------------------|-----------------------------|
| I put a period after every sentence. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I used capital letters correctly.    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I checked my spelling.               | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Grammar and Sentence Structure

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| I checked my paragraph for subject-verb agreement. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I checked my paragraph for fragments.              | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Every student has his or her own personal grammar trouble spots. Some students battle with verb tenses. For others, articles are the main enemy. Some find it hard to know where to put periods.

On the lines below, add items that you know are problems for you. Then, throughout the term, work on eliminating these errors. Delete items that you have mastered and add new ones that you become aware of.

Errors to check for include verb tenses, subject-verb agreement, articles, pronoun agreement, sentence fragments, and run-on sentences.

### Personal Grammar Trouble Spots

- |   | Number found and corrected |
|---|----------------------------|
| I checked my paragraph for _____ errors.<br>(verb tense, article, etc.) | _____                      |
| I checked my paragraph for _____ errors.                                | _____                      |
| I checked my paragraph for _____ errors.                                | _____                      |



## Peer-Editing Worksheet 2

### Chapter 2: Paragraph Structure

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Is the paragraph interesting? ☐ yes ☐ no

Write a comment about a part that is especially interesting to you.

---

---

2. Do you understand everything? ☐ yes ☐ no

Circle or underline any part that you do not understand, and write a comment about it.

---

---

3. Copy the topic sentence here, and circle the topic and underline the controlling idea.

---

---

4. How many supporting sentences are there in the paragraph? **number** \_\_\_\_\_

Is there at least one example for every supporting point? ☐ yes ☐ no

5. Would you like more information about anything? ☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

---

---

6. If the paragraph has a concluding sentence, copy it here and circle the end-of-paragraph signal (if there is one).

---

---

7. In your opinion, what is the best feature of this paragraph? In other words, what is this writer's best writing skill?

---

---

# Self-Editing Worksheet 2

## Chapter 2: Paragraph Structure

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| My paragraph has a title.                    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| The title is centered.                       | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| The first line is indented.                  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| There are margins on both sides of the page. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| The paragraph is double-spaced.              | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Content and Organization

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| My paragraph fits the assignment.  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| My paragraph has a topic sentence.   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| The topic sentence has both a topic and a controlling idea.                              | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| My paragraph contains several supporting points and at least one example for each point. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I wrote _____ supporting sentences.<br>(number)  |                              |                             |
| My paragraph ends with an appropriate concluding sentence.                               | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Punctuation, Capitalization, and Spelling

- |                                      |                              |                             |
|--------------------------------------|------------------------------|-----------------------------|
| I put a period after every sentence. | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I used capital letters correctly.    | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I checked my spelling.               | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Grammar and Sentence Structure

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| I wrote _____ compound sentences and punctuated them correctly.<br>(number) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I checked my paragraph for subject-verb agreement.                          | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| I checked my paragraph for fragments.                                       | <input type="checkbox"/> yes | <input type="checkbox"/> no |

### Personal Grammar Trouble Spots

- |   | Number found<br>and corrected |
|---|-------------------------------|
| I checked my paragraph for _____ errors.<br>(verb tense, article, etc.) | _____                         |
| I checked my paragraph for _____ errors.                                | _____                         |
| I checked my paragraph for _____ errors.                                | _____                         |

# Peer-Editing Worksheet 3

## Chapter 3: Narrative Paragraphs

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Is the paragraph interesting? ☐ yes ☐ no

Write a comment about a part that is especially interesting to you.

---

---

2. Do you understand everything? ☐ yes ☐ no

Circle or underline any part that you do not understand, and write a comment about it.

---

---

3. Would you like more information about anything? ☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

---

---

4. Does the paragraph begin with a topic sentence? ☐ yes ☐ no

Copy the topic sentence: \_\_\_\_\_

---

5. Does the writer use time order to organize the paragraph? ☐ yes ☐ no

What time order words and phrases can you find? Copy them here: \_\_\_\_\_

---

Check to make sure commas are used correctly after time words and phrases. Make a note about any missing commas.

---

---

6. Look for compound sentences. Check to make sure each compound sentence has a comma before the conjunction. Make a note about any missing commas.

---

---

7. In your opinion, what is the best feature of this paragraph? In other words, what is this writer's best writing skill?

---

---

# Self-Editing Worksheet 3

## Chapter 3: Narrative Paragraphs

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My paragraph is in the correct format (centered title, first line indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My paragraph fits the assignment. I used time order to tell about an important or memorable event in my life.

☐ yes ☐ no

I introduced some/most/all events with time order words or phrases. (Underline *some*, *most*, or *all*.)

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I put a period after every sentence.

☐ yes ☐ no

I put a comma in my compound sentences.

☐ yes ☐ no

I used commas correctly after time signal words and phrases.

☐ yes ☐ no

I used capital letters correctly.

☐ yes ☐ no

I checked my spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I wrote \_\_\_\_\_ compound sentences and punctuated them correctly. (number)

☐ yes ☐ no

I checked my paragraph for subject-verb agreement.

☐ yes ☐ no

I checked my paragraph for fragments.

☐ yes ☐ no

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_



## Peer-Editing Worksheet 4

### Chapter 4: Descriptive Paragraphs

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. What place does the writer describe in the paragraph?

\_\_\_\_\_  
\_\_\_\_\_

2. Does the paragraph begin with a topic sentence? ☐ yes ☐ no

Copy the topic sentence here: \_\_\_\_\_

\_\_\_\_\_

3. Does the writer use spatial order to organize the paragraph? ☐ yes ☐ no

What is the order (front to back, bottom to top, near to far, right to left, etc.)?

\_\_\_\_\_

What spatial order words and phrases can you find? Copy them here: \_\_\_\_\_

\_\_\_\_\_

4. Does the writer give specific details to help you “see” the place he or she describes? Write three of the details:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Are there any sentences that are off the topic? If your answer is yes, write them here (or mark them on the paragraph if your teacher allows you to write on other students’ work).

\_\_\_\_\_

\_\_\_\_\_

6. Look for compound sentences. Check to make sure each compound sentence has a comma before the coordinating conjunction. Make a note about any missing commas.

\_\_\_\_\_

\_\_\_\_\_

7. In your opinion, what is the best feature of this paragraph? In other words, what is this writer’s best writing skill?

\_\_\_\_\_

\_\_\_\_\_

# Self-Editing Worksheet 4

## Chapter 4: Descriptive Paragraphs

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My paragraph is in the correct format (centered title, first line indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My paragraph fits the assignment. I used spatial order to describe a place.

☐ yes ☐ no

I used \_\_\_\_\_ spatial order to organize my description.  
(near-to-far, left-to-right, top-to-bottom, etc.)

I used the following spatial order expressions:

\_\_\_\_\_  
\_\_\_\_\_

My paragraph has a topic sentence, several supporting sentences, and a concluding sentence.

☐ yes ☐ no

My paragraph has unity. No sentences are off the topic.

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I put a period after every sentence.

☐ yes ☐ no

I put a comma in my compound sentences.

☐ yes ☐ no

I used capital letters correctly.

☐ yes ☐ no

I checked my spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I checked my paragraph for fragments.

☐ yes ☐ no

I varied my sentence structure by writing a prepositional phrase at the beginning of at least one sentence (copy that sentence here):

☐ yes ☐ no

I wrote \_\_\_\_\_ compound sentences.  
(number)

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

# Peer-Editing Worksheet 5

## Chapter 5: Logical Division of Ideas

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Is the paragraph interesting? ☐ yes ☐ no

Write a comment about a part that is especially interesting to you.

---

---

2. Do you understand everything? ☐ yes ☐ no

Circle or underline any part that you do not understand, and write a comment about it.

---

---

3. Copy the topic sentence here, and circle the topic and underline the controlling idea.

---

4. How many supporting points are there in the paragraph? **number** \_\_\_\_\_

Is each point introduced by a transition signal? ☐ yes ☐ no

Is there at least one example for every supporting point? ☐ yes ☐ no

5. Would you like more information about anything? ☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

---

---

6. How many transition signals can you find? **number** \_\_\_\_\_

Are there too many or just about the right number of transition signals?

---

7. In your opinion, what is the best feature of this paragraph? In other words, what is this writer's best writing skill?

---

---

# Self-Editing Worksheet 5

## Chapter 5: Logical Division of Ideas

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My paragraph is in the correct format (centered title, first line indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My paragraph fits the assignment. I use logical division of ideas to organize my ideas.

☐ yes ☐ no

My paragraph begins with a topic sentence that contains both a topic and a controlling idea.

☐ yes ☐ no

My paragraph contains several supporting points.

☐ yes ☐ no

I introduce each new point with a transition signal.

☐ yes ☐ no

I use at least one example for each point.

☐ yes ☐ no

My paragraph ends with an appropriate concluding sentence.

☐ yes ☐ no

My paragraph has unity.

☐ yes ☐ no

My paragraph has coherence.

☐ yes ☐ no

I use nouns and pronouns consistently.

☐ yes ☐ no

I use transition signals where they are appropriate. These are some of the transition signals in my paragraph: \_\_\_\_\_

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I checked my paragraph for correct punctuation, capitalization, and spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I wrote both simple and compound sentences and punctuated them correctly.

☐ yes ☐ no

I checked my paragraph for fragments.

☐ yes ☐ no

I checked my paragraph for run-ons and comma splices.

☐ yes ☐ no

### Personal Grammar Trouble Spots

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

Number found  
and corrected

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_



# Peer-Editing Worksheet 6

## Chapter 6: Process Paragraphs

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Is the process explained in the paragraph interesting? ☐ yes ☐ no

Write a comment about a part that is especially interesting to you.

---

---

2. Do you understand every step? ☐ yes ☐ no

Circle or underline any step that you do not understand, and write a comment about it.

---

---

3. Copy the topic sentence here, and circle the topic and underline the words that tell you that this is a process paragraph.

---

---

4. How many steps are there? **number** \_\_\_\_\_

Is each step introduced by a time order signal? ☐ yes ☐ no

5. Would you like more information about any step? ☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

---

---

6. How many transition signals can you find? **number** \_\_\_\_\_

Are there too many or just about the right number of transition signals?

---

---

7. Would you be able to do the process explained in this paragraph? Why or why not?

---

---

# Self-Editing Worksheet 6

## Chapter 6: Process Paragraphs

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My paragraph is in the correct format (centered title, first line indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My paragraph fits the assignment. I use time order to explain a process.

☐ yes ☐ no

My paragraph begins with a topic sentence that tells my reader to look for a series of steps.

☐ yes ☐ no

My paragraph explains each step in the process.

☐ yes ☐ no

I introduce each new step with a transition signal.

☐ yes ☐ no

My paragraph ends with a concluding sentence that either is the last step in the process or gives the results of the process.

☐ yes ☐ no

My paragraph has unity.

☐ yes ☐ no

My paragraph has coherence.

☐ yes ☐ no

I use nouns and pronouns consistently.

☐ yes ☐ no

I use transition signals where they are appropriate. These are some of the transition signals in my paragraph: \_\_\_\_\_

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I checked my paragraph for correct punctuation, capitalization, and spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I wrote \_\_\_\_\_ complex sentences and punctuated them correctly.  
(number)

I checked my paragraph for fragments, run-ons, and comma splices.

☐ yes ☐ no

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

# Peer-Editing Worksheet 7

## Chapter 7: Definition

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Is the word, custom, or holiday explained in the paragraph interesting? ☐ yes ☐ no

Write a comment about a part that is especially interesting to you.

---

---

2. Do you understand everything? ☐ yes ☐ no

Circle or underline anything that you do not understand, and write a comment about it.

---

---

3. Copy the topic sentence here, and circle the topic, underline the category or group, and double-underline the distinguishing characteristic.

---

---

4. How many supporting sentences are there? **number** \_\_\_\_\_

5. Would you like more information about anything? ☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

---

---

6. How many adjective clauses and appositives can you find? **number** \_\_\_\_\_

Copy one of them here. \_\_\_\_\_

---

---

7. What do you like best about this paragraph? In other words, what is this writer's best writing skill?

---

---

# Self-Editing Worksheet 7

## Chapter 7: Definition

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My paragraph is in the correct format (centered title, first line indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My paragraph fits the assignment. I wrote a definition of a word, custom, or holiday.

☐ yes ☐ no

My paragraph begins with a topic sentence that names the topic, the category or group, and distinguishing characteristic.

☐ yes ☐ no

My supporting sentences explain my topic completely.

☐ yes ☐ no

My paragraph ends with a concluding sentence.

☐ yes ☐ no

My paragraph has unity.

☐ yes ☐ no

My paragraph has coherence.

☐ yes ☐ no

I use nouns and pronouns consistently.

☐ yes ☐ no

I use the following transition signals where they are appropriate:

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I checked my paragraph for correct punctuation, capitalization, and spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I used at least one adjective clause and one appositive in my paragraph and punctuated them correctly.

☐ yes ☐ no

I checked my paragraph for fragments, run-ons, and comma splices.

☐ yes ☐ no

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_



# Peer-Editing Worksheet 8

## Chapter 8: Comparison/Contrast Paragraphs

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. What two items does the writer compare or contrast in the paragraph?

\_\_\_\_\_

2. Do you understand everything? ☐ yes ☐ no

Circle or underline any step that you do not understand, and write a comment about it.

\_\_\_\_\_

3. Copy the topic sentence. Circle the topic and underline the words that tell you that this is a comparison/contrast paragraph.

\_\_\_\_\_

\_\_\_\_\_

4. On what points does the writer compare or contrast the items? List them.

\_\_\_\_\_

\_\_\_\_\_

5. Is each new point introduced by a transition signal? ☐ yes ☐ no

6. Would you like more information about anything? ☐ yes ☐ no

If your answer is yes, write down what you would like to know more about.

\_\_\_\_\_

\_\_\_\_\_

7. How many comparison/contrast signals can you find? number \_\_\_\_\_

Are there too many or just about the right number of signals?

\_\_\_\_\_

8. In your opinion, what is the best feature of this paragraph? In other words, what is this writer's best writing skill?

\_\_\_\_\_

\_\_\_\_\_

# Self-Editing Worksheet 8

## Chapter 8: Comparison/Contrast Paragraphs

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My paragraph is in the correct format (centered title, first line indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My paragraph fits the assignment. I compare or contrast two people, places, ideas, or cultures.

☐ yes ☐ no

I compare them on \_\_\_\_\_ points. (*Write a number.*)

My paragraph begins with a topic sentence that tells my reader to look for a comparison or contrast.

☐ yes ☐ no

My paragraph is organized in one of these patterns:

☐ block pattern

☐ point-by-point pattern

☐ yes ☐ no

I used the following comparison or contrast signals: \_\_\_\_\_

My paragraph ends with a concluding sentence.

☐ yes ☐ no

My paragraph has unity.

☐ yes ☐ no

My paragraph has coherence.

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I checked my paragraph for correct punctuation, capitalization, and spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I varied my sentence structure by writing simple, compound, and complex sentences.

☐ yes ☐ no

I checked my paragraph for fragments, run-ons, and comma splices.

☐ yes ☐ no

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

# Peer-Editing Worksheet 9

## Chapter 9: Essay Organization

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Do the first few sentences of the introduction lead you to the thesis statement? ☐ yes ☐ no  
Where is the thesis statement ? \_\_\_\_\_  
\_\_\_\_\_
2. How many paragraphs are there in the body? **number** \_\_\_\_\_  
What are the topics of the body paragraphs?  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_  
(If there are more or fewer paragraphs, add or delete lines.)
3. What kind of supporting details does the writer use in each body paragraph (examples, statistics, facts, etc.)?  
\_\_\_\_\_
4. Check each paragraph for unity. Is any sentence unnecessary or off the topic? ☐ yes ☐ no  
If your answer is yes, write a comment about it (them).  
\_\_\_\_\_
5. Check each paragraph for coherence. Does each one flow smoothly from beginning to end? ☐ yes ☐ no
  - a. What key nouns are repeated? \_\_\_\_\_
  - b. What transition signals can you find? \_\_\_\_\_
6. What expressions does the writer use to link paragraphs? If there is none, write *none*. (If there are more or fewer paragraphs, add or delete lines.)  
To introduce the first body paragraph: \_\_\_\_\_  
Between Paragraphs 2 and 3: \_\_\_\_\_  
Between Paragraphs 3 and 4: \_\_\_\_\_  
Between Paragraphs 4 and 5: \_\_\_\_\_  
To introduce the conclusion: \_\_\_\_\_
7. What kind of conclusion does this essay have—a summary of the main points or a restatement of the thesis statement? \_\_\_\_\_  
Does the writer make a final comment? ☐ yes ☐ no  
What is it? \_\_\_\_\_  
\_\_\_\_\_  
Is this an effective ending (one that you will remember)? ☐ yes ☐ no
8. In your opinion, what is the best feature of this essay? In other words, what is this writer's best writing skill?  
\_\_\_\_\_  
\_\_\_\_\_

# Self-Editing Worksheet 9

## Chapter 9: Essay Organization

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My essay is in the correct format (title centered, first line of every paragraph indented, margins on both sides, double-spaced).

☐ yes ☐ no

### Content and Organization

My essay fits the assignment.

☐ yes ☐ no

#### Introduction

I wrote a "funnel introduction."

☐ yes ☐ no

The last sentence of my introduction is my thesis statement. (Copy your thesis statement.)

☐ yes ☐ no

#### Body

The body has \_\_\_\_\_ paragraphs. (*Write a number.*)

In each body paragraph, I discuss a different aspect of my main topic.

☐ yes ☐ no

Each body paragraph begins with a topic sentence that tells which aspect it will discuss.

☐ yes ☐ no

I used supporting details in each paragraph. (*Write the number used in each paragraph.*)

☐ yes ☐ no

Body paragraph 1 \_\_\_\_\_ Body paragraph 2 \_\_\_\_\_

Body paragraph 3 \_\_\_\_\_ Body paragraph 4 \_\_\_\_\_

#### Conclusion

In my conclusion, I (check one) ☐ summarize my reasons ☐ repeat my thesis in different words

### Unity

Each paragraph discusses only one idea, and there are no sentences that are off the topic. ☐ yes ☐ no

### Coherence

Each paragraph flows smoothly from beginning to end.

☐ yes ☐ no

I repeat key nouns and pronouns.

☐ yes ☐ no

I use transition signals to show relationships among ideas.

☐ yes ☐ no

I use transition signals to link paragraphs.

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I checked my punctuation, capitalization, and spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I varied my sentence structure by writing simple, compound, and complex sentences.

☐ yes ☐ no

I checked my paragraph for fragments, comma splices, and run-ons.

☐ yes ☐ no

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_



# Peer-Editing Worksheet 10

## Chapter 10: Opinion Essay

Peer Editor: \_\_\_\_\_ Date: \_\_\_\_\_

1. Do the first few sentences of the introduction explain the problem or issue?

Where is the thesis statement ?

2. How many paragraphs are there in the body? \_\_\_\_\_ (Write a number.)

The topics of the body paragraphs are as follows:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

(If there are more or fewer paragraphs, add or delete lines.)

3. What kind of supporting details does the writer use in each body paragraph?

Paragraph 1 \_\_\_\_\_  
Paragraph 2 \_\_\_\_\_  
Paragraph 3 \_\_\_\_\_  
Paragraph 4 \_\_\_\_\_

4. Check each paragraph for unity. Is any sentence unnecessary or off the topic? ☐ yes ☐ no  
If your answer is yes, write a comment about it (them).

5. Check each paragraph for coherence. Does each one flow smoothly from beginning to end? ☐ yes ☐ no

- a. What key nouns are repeated? \_\_\_\_\_  
b. What transition signals can you find? \_\_\_\_\_

6. What expressions does the writer use to link paragraphs? If there is none, write *none*. (If there are more or fewer paragraphs, add or delete lines.)

To introduce the first body paragraph: \_\_\_\_\_  
Between Paragraphs 2 and 3: \_\_\_\_\_  
Between Paragraphs 3 and 4: \_\_\_\_\_  
Between Paragraphs 4 and 5: \_\_\_\_\_  
To introduce the conclusion: \_\_\_\_\_

7. What kind of conclusion does this essay have—a summary of the main points or a restatement of the thesis statement? \_\_\_\_\_

Does the writer give a final comment? ☐ yes ☐ no  
What is it? \_\_\_\_\_

Is this an effective ending (one that you will remember)? ☐ yes ☐ no

8. In your opinion, what is the best feature of this essay? In other words, what is this writer's best writing skill?

# Self-Editing Worksheet 10

## Chapter 10: Opinion Essay

Writer: \_\_\_\_\_ Date: \_\_\_\_\_

### Format

My essay is in the correct format (title centered, first line of every paragraph indented, margins on both sides, double spaced).

☐ yes ☐ no

### Content and Organization

My essay fits the assignment. I expressed my opinion on a controversial topic.

☐ yes ☐ no

### Introduction

The general statements in my introductory paragraph explain the problem or issue.

☐ yes ☐ no

The last sentence of my introduction is my thesis statement, in which

I tell my opinion. (Copy the thesis statement.)

☐ yes ☐ no

### Body

The body has \_\_\_\_\_ paragraphs. (*Write a number.*)

In each body paragraph, I support my opinion with a different reason.

☐ yes ☐ no

I used examples, statistics, and quotations to support my reasons. (*How many of each?*)

☐ yes ☐ no

Examples \_\_\_\_\_ Statistics \_\_\_\_\_ Quotations \_\_\_\_\_

### Conclusion

In my conclusion, I (*check one*) ☐ summarized my reasons ☐ repeated my thesis in different words

### Unity

Each paragraph discusses only one reason, and there are no sentences that are off the topic.

☐ yes ☐ no

### Coherence

Each paragraph flows smoothly from beginning to end.

☐ yes ☐ no

I repeat key nouns and pronouns

☐ yes ☐ no

I use transition signals to show relationships among ideas.

☐ yes ☐ no

I use transition signals to link paragraphs.

☐ yes ☐ no

### Punctuation, Capitalization, and Spelling

I checked my punctuation, capitalization, and spelling.

☐ yes ☐ no

### Grammar and Sentence Structure

I varied my sentence structure by writing simple, compound, and complex sentences.

☐ yes ☐ no

I checked my paragraph for fragments, comma splices, and run-ons.

☐ yes ☐ no

### Personal Grammar Trouble Spots

Number found  
and corrected

I checked my paragraph for \_\_\_\_\_ errors.  
(verb tense, article, etc.)

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_

I checked my paragraph for \_\_\_\_\_ errors.

\_\_\_\_\_



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